

# Repayment Plan Affirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## Subject: Repayment Plan Affirmation

Dear [Recipient's Name],

I am writing to formally affirm our repayment plan as discussed on [Insert Date of Discussion]. I appreciate your understanding and willingness to work with me during this process.

Below are the details of our agreed-upon repayment plan:

- Total Amount Owed: [Insert Amount]
- Monthly Payment: [Insert Payment Amount]
- Payment Due Date: [Insert Due Date]
- Start Date: [Insert Start Date]
- End Date: [Insert End Date]

I am committed to adhering to this plan and will make the payments as scheduled. Thank you for your cooperation and support.

If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]