

Commitment Letter to Pay Late Bill

Date: [Insert Date]

To: [Insert Billing Company Name]

Address: [Insert Billing Company Address]

Dear [Billing Company Representative's Name],

I hope this message finds you well. I am writing to formally commit to settling my outstanding bills with account number [Insert Account Number]. Due to [brief explanation of circumstances], I have been unable to pay the full amount owed by the due date.

I value my relationship with your company and am dedicated to resolving this matter as soon as possible. I propose to pay the total outstanding balance of [Insert Total Amount] in installments. I plan to make payments of [Insert Installment Amount] on a [weekly/bi-weekly/monthly] basis, starting on [Insert Start Date] and continuing until the balance is paid in full.

Please confirm whether this arrangement is acceptable, and do not hesitate to reach out if there are any forms or additional information you require to formalize this agreement.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]