

Debt Payment Terms Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the terms regarding the debt payment agreement between us. As per our previous discussions, I want to ensure that we are on the same page concerning the following details:

- **Total Amount Owed:** [Insert Amount]
- **Payment Due Date:** [Insert Date]
- **Installment Amount:** [Insert Amount, if applicable]
- **Payment Frequency:** [Weekly/Bi-Monthly/Monthly]
- **Method of Payment:** [Bank Transfer/Cheque/Cash]

If there are any discrepancies or additional points you would like to discuss, please do not hesitate to reach out. It is important to me that we resolve any issues promptly.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]