

# Payment Plan Agreement

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]

## Re: New Payment Plan for Outstanding Debt

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose a new payment plan regarding your outstanding debt of \$[amount] that was due on [original due date].

To assist you in managing this debt, we propose the following payment plan:

- Payment Amount: \$[amount] per month
- Payment Due Date: [day of the month]
- Payment Duration: [number of months]

Please confirm your acceptance of this payment plan by signing and returning this letter by [response deadline].

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]