

Confirmation of Revised Debt Payment Method

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

This letter serves to confirm the agreement reached regarding the revised payment method for your outstanding debt with us. As discussed, the new payment plan is as follows:

- Revised Payment Amount: [Insert Amount]
- Payment Frequency: [Insert Frequency, e.g., monthly]
- First Payment Due Date: [Insert Due Date]
- Payment Method: [Insert Method, e.g., bank transfer, check]

Please ensure that all payments are made on time to avoid any further penalties. If you have any questions or concerns regarding this updated payment plan, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]