

# Confirmation of Proxy Debt Repayment Arrangement

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Creditor's Name]  
[Creditor's Address]  
[City, State, Zip Code]

Dear [Creditor's Name],

This letter serves as a formal confirmation of the proxy debt repayment arrangement we have agreed upon regarding the outstanding balance of [Insert Debt Amount] owed to you under account number [Insert Account Number].

As per our discussion on [Insert Date of Discussion], I have authorized [Proxy Agent's Name] to act on my behalf in managing this debt repayment. [He/She/They] will be responsible for making payments, communicating with you, and providing reports on the repayment process.

The repayment plan is as follows:

- Initial Payment Amount: [Insert Amount]
- Payment Frequency: [Insert Frequency, e.g., monthly, bi-weekly]
- Total Number of Payments: [Insert Total Payments]

All payments will be made from [Insert Payment Source] and will commence on [Insert Start Date]. I trust that this arrangement will be mutually beneficial and will help resolve the outstanding balance in a timely manner.

If you have any questions or require further information, please feel free to contact me or [Proxy Agent's Name] at [Proxy Agent's Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]