

Commitment to Resolve Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my commitment to resolve the outstanding payment of [insert amount] that is due for [describe the purpose or service]. I understand the importance of settling this matter promptly.

To address this, I propose to make the payment in the following manner:

- Initial payment of [insert amount] by [insert date]
- Subsequent payments of [insert amount] monthly until the total is settled

I appreciate your understanding and patience in this matter, and I assure you that I am taking the necessary steps to fulfill this obligation. Please feel free to contact me at [insert phone number] or [insert email address] to discuss this further.

Thank you for your attention to this matter, and I look forward to resolving it swiftly.

Sincerely,

[Your Name]