

Letter of Commitment to Settle Overdue Balance

Date: [Insert Date]

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the outstanding balance of [Amount Due] on my account, which has been overdue since [Due Date]. I understand the importance of maintaining a good standing with [Company Name] and regret the delay in settling this amount.

I am committed to resolving this matter and propose the following plan to settle the overdue balance:

- Payment of [Amount] on [Payment Date]
- Subsequent payments of [Amount] every [Frequency] until the balance is cleared

Please let me know if this arrangement is acceptable or if any modifications are needed. I appreciate your understanding and support in this matter and look forward to your positive response.

Thank you for your attention to this issue.

Sincerely,

[Your Name]