

Debt Repayment Arrangement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

This letter serves as confirmation of the debt repayment arrangement we discussed on [Insert Date of Discussion]. The terms of the repayment plan are as follows:

- Outstanding Debt Amount: [Insert Amount]
- Monthly Payment: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Start Date of Payments: [Insert Start Date]
- End Date of Payments: [Insert End Date]

I appreciate your understanding and willingness to work with me during this time. Please let me know if you require any further information or documentation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]