

Debt Settlement Plan Agreement

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

We appreciate your efforts in resolving your outstanding debt with us. This letter outlines the details of your debt settlement plan:

Settlement Amount:

Total Amount Due: \$[Insert Total Amount]

Settlement Amount Agreed: \$[Insert Settlement Amount]

Payment Schedule:

- First Payment: \$[Insert Amount] due on [Insert Date]
- Second Payment: \$[Insert Amount] due on [Insert Date]
- Final Payment: \$[Insert Amount] due on [Insert Date]

Payment Method:

Payments can be made via [Insert Payment Method, e.g., bank transfer, check, etc.].

Terms and Conditions:

If payments are made as scheduled, the remaining balance will be waived. Failure to complete the payment plan may result in further collection actions.

We encourage you to contact us if you have any questions regarding this agreement.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]