

Payment Arrangement Agreement

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

This letter serves as a formal agreement regarding the payment arrangement for your past due account with [Your Company Name], Account Number: [Account Number].

As of [Insert Date], the total amount due is [Total Amount Due]. To assist in settling this debt, we have agreed to the following payment arrangement:

- **Payment Amount:** [Insert Payment Amount]
- **Frequency:** [Weekly/Bi-weekly/Monthly]
- **First Payment Due Date:** [Insert Date]

Please make your payments via [Insert Payment Method(s)], and ensure that they are received on or before the due date.

Failure to comply with this agreement may result in additional fees or actions, including, but not limited to, collections activity.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter and for your commitment to resolving your account.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]