

Notice of Deferred Payment Arrangement

Date: [Insert Date]

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

[Debtor's Name] [Debtor's Address] [City, State, Zip Code]

Dear [Debtor's Name],

Subject: Deferred Payment Arrangement on Debt

We are writing to confirm the arrangement we have made regarding your outstanding debt of [Amount Owed] as of [Original Due Date]. We understand that circumstances can sometimes lead to difficulties in making timely payments.

To assist you, we have agreed to a deferred payment plan that allows you to pay your debt over [Number of Months] months. The terms of the deferred payment arrangement are as follows:

- New Payment Amount: [New Payment Amount]
- Payment Due Date: [New Due Date]
- Total Duration: [Total Duration of Payments]

It is important to adhere to this new payment schedule to avoid further actions regarding your debt. If you anticipate any issues meeting these payments, please contact us immediately to discuss alternative arrangements.

Thank you for your attention to this matter. We appreciate your efforts to resolve your debt.

Sincerely,

[Your Name] [Your Position] [Your Company Name] [Company Phone Number] [Company Email Address]