

Acceptance of Payment Plan Terms

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the terms of the payment plan that has been proposed to me regarding [specific account or obligation]. I appreciate the opportunity to manage my payments in a structured manner.

As per our discussion on [date of discussion], I agree to the following terms:

- Total Amount Owed: [Total Amount]
- Payment Plan Duration: [Duration]
- Monthly Payment Amount: [Monthly Amount]
- Due Date for Payments: [Due Date]

I understand that this payment plan is subject to the conditions outlined in our agreement, and I commit to adhering to the payment schedule. Please provide any further documentation required to formalize this agreement.

Thank you for your assistance, and I look forward to fulfilling my obligations under this plan.

Sincerely,

[Your Name]