

# Payment Arrangement Agreement

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

City, State, Zip: [Debtor's City, State, Zip]

Dear [Debtor's Name],

This letter serves as a formal agreement regarding the payment arrangement for the outstanding balance of [Insert Amount] owed to [Creditor's Name].

The terms of this payment arrangement are as follows:

- Total Amount Due: [Insert Amount]
- Initial Payment: [Insert Initial Payment Amount] due on [Insert Due Date]
- Installment Payments: [Insert Amount] payable monthly, commencing on [Insert Start Date]
- Final Payment Date: [Insert Final Payment Date]

Please sign below to acknowledge your acceptance of these terms and return a copy of this letter by [Insert Response Due Date].

Thank you for your attention to this matter. We look forward to your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Creditor's Name]

[Creditor's Address]

[Creditor's Phone Number]

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Debtor's Signature

Date: \_\_\_\_\_