

# Payment Debt Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Address]

[City, State, ZIP Code]

**Subject: Acknowledgment of Debt Payment Plan**

Dear [Recipient's Name],

This letter confirms our recent agreement to settle the outstanding debt of [insert amount] under a structured payment plan. Below are the agreed terms:

1. **Total Debt Amount:** [insert amount]
2. **Installment Amount:** [insert amount]
3. **Payment Due Date:** [insert date, e.g., 1st of each month]
4. **Payment Method:** [e.g., bank transfer, online payment]

Please ensure that payments are made on time to avoid late fees or additional charges. If you encounter any difficulties, contact me immediately to discuss alternative arrangements.

Thank you for your commitment to resolving this matter. I look forward to the successful completion of this payment plan.

**Sincerely,**

**[Your Full Name]**