

[CITY], [DATE]

Dear [RECIPIENT'S NAME],

I am writing to you regarding [DESCRIPTION OF DEBT, SERVICE, OR PRODUCT FOR WHICH PAYMENT IS OWED]. I acknowledge that as of [DATE], I owe a balance of [AMOUNT OWED].

Through this letter, I commit to making payment for this balance. I propose to do this by [SPECIFY YOUR PAYMENT PLAN – HOW MUCH WILL YOU PAY, HOW OFTEN, AND BY WHAT METHOD]. I expect to have the full balance paid off by [EXPECTED COMPLETION DATE].

I understand that failure to fulfill this commitment may lead to [DETAIL ANY POTENTIAL CONSEQUENCES OF NON-COMPLIANCE, IF APPLICABLE].

I appreciate your understanding and patience in this matter. Please contact me if there are any questions or concerns regarding this payment plan, or if any issues arise during the payment process.

Sincerely,

[YOUR NAME]

[YOUR CONTACT INFORMATION]