## Your Customer Has Agreed To a Payment Plan Letter – this should be sent as an attachment to an email

(DATE)

(CUSTOMER NAME)

(CONTACT PERSON)

(ADDRESS)

(CITY) (STATE) (ZIP CODE)

RE: Payment Agreement for Invoice number(s) \_\_\_\_\_\_\_\_\_ AMOUNT DUE:

Dear (CONTACT);

As per our recent conversation about NAME OF COMPANY past due debt, YOUR COMPANY NAME will agree to the following terms that will allow you to pay off the debt that you owe our company,

LIST TERMS, amount, payment date and amounts

Failure to comply with this payment agreement will result in your account being turned over to our collection agency AG Adjustments and the debt being reporting to Experian.

If you are in agreement with these terms, please sign below and email this document back to me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_/\_\_\_\_

Authorized Signature Title Date

(CUSTOMER NAME)

We look forward to receiving your payments and getting your account current and back in good standing.

Yours,