

## Sample Letter to Send to a Collection Agent Outlining a Plan of When and How You Will Pay

Date

Carl Smith  
Gimmie Da Money Collections  
123 Happy Street  
Payup, IN 01234

**This letter has been sent via certified mail, return receipt requested.**

Dear Mr. Smith:

I am writing to confirm what I promised on our call on \_\_\_\_\_ at eleven a.m. You called me at my home, and stated you were from Gimmie Da Money Collections. You mentioned you believe I have an amount owed of \$750 for an unpaid phone bill from Sneaky Cellular.

As I mentioned on the phone, I was recently laid off from my company. However, I want you to know that paying this debt is not only important to me, but I know it is morally the right thing to do. At this point, I am able to offer the following:

- \$100 paid immediately.
- \$25 paid every month on the tenth of the month for the next 4 months.
- remaining balance of \$550 to be paid upon receipt of my tax refund, approximately April 30

In exchange, I require the following:

- any and all late fees on the account waived and the monthly interest charge of 1.5 percent per month to stop
- all payments referenced on my credit report to this account to be reported as paid as agreed
- no further phone correspondence with me and all communication from now on via certified mail to the address below

Carl, I want to work with you and your company to resolve this debt. If the above is acceptable, please let me know by December 10, via certified mail.

Sincerely,

Your signature

Your Name  
Your Street Address  
City, ST 00000