

Installment Agreement to Pay Overdue Account

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [customer] ,

Thank you for responding to our account notice dated _____, 20__ regarding your past due account. We appreciate your attention to this matter.

This letter will confirm our agreement reached on _____, 20__. You acknowledge the overdue amount of \$_____ on your account with us. You agree to pay [weekly, bi-monthly, monthly] payments in the amount of \$_____ until the account is paid in full. You further agree that the first payment will be made on or before _____, 20__. Until your account is paid in full, you understand that additional charges to your account will not be allowed, and that the account will be reviewed for continued open credit with us once this past due obligation is paid in full.

Please understand that our flexibility is being extended only because we expect complete commitment to this payment schedule. We ask that you sign the enclosed copy of this letter and return it to us with or prior to your first scheduled payment.

Once again, thank you for taking this positive step to correct an unfortunate situation.

Sincerely,

H.M. Smith