

Confirming Letter

Re: Claimant: _____

Amount: _____

Dear _____:

This will confirm your agreement to pay the above claim. As agreed, your payment(s) will be due: (e.g., the sum of \$2,000.00 to be paid in monthly installments of \$250.00 commencing the first of next month and a like sum on the first of each month thereafter until paid in full, together with interest at the rate of 9% per annum).

Please confirm this agreement by signing the extra copy of this letter and then returning it in the enclosed envelope, thus avoiding the necessity of any other legal action being considered in this case.*

Yours truly,

Sample

* If this confirming letter goes to a consumer debtor, it should contain the following final paragraph: This letter is an attempt to collect a debt and any information obtained will be used for that purpose.