

INSTALLMENT AGREEMENT  
TO PAY DEBT

Date:

To:

Dear:

This letter serves to confirm our agreement of \_\_\_\_\_, 19\_\_, in which you acknowledge the outstanding overdue debt of \$\_\_\_\_\_ to our company. We agreed that you shall make consecutive weekly payments of \$\_\_\_\_\_ until the debt is satisfied in full. We further agreed that I would receive the first payment by \_\_\_\_\_, 19\_\_ and each successive payment every \_\_\_\_\_ thereafter.

I sincerely appreciate your cooperation in resolving this matter. Finally, would you acknowledge our agreement by signing the enclosed copy of this letter and returning it to me in the enclosed, self-addressed envelope.

Very truly yours,

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Form 117