

INSTALLMENT PAYMENT ACKNOWLEDGEMENT

Date: _____

To: _____

We are pleased we could resolve your overdue balance by accepting your offer to pay your \$ _____ balance in () payments of \$ _____ weekly. We anticipate receiving your first payment on _____.

Please understand that should you miss any payment, we shall proceed to collect the entire balance then due. We have every confidence, however, that this will not be necessary.

If these terms meet with your understanding, please acknowledge below and return.

Very truly,

Accounting Supervisor

Acknowledged: _____