

(Date of Letter)

Credit Bureau  
Attn: Reporting Agent

(Street Address)

(City, State and Zip Code)

RE: Proposal for Scheduled Payment

Dear Reporting Agent:

Pursuant to your letter dated \_\_\_\_\_, the undersigned wishes to acknowledge that payment for the amount of \$ \_\_\_\_\_ has been sent to \_\_\_\_\_ (name of party for which collection agency is performing collection services). It is proposed by the undersigned that payment be made in \_\_\_\_\_ (define proposed payment terms). It is the position of the undersigned that this is a feasible solution to the existing problem, and it is hereby respectfully requested that arrangements be made pursuant to the foregoing through and with your agency. Please advise relative to the workability of the foregoing. Thank you for your kind attention to this matter.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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