

**Agreement #1**

Client  
Address  
City, State Zip

Re: Account #

This letter is to confirm our agreement regarding your debt to \_\_\_\_\_ of \$ \_\_\_\_\_, as of \_\_\_\_\_ (date).

The laboratory will continue servicing your account, for which you have agreed to pay \_\_\_\_\_ by the 15<sup>th</sup> of each month, your current balance plus \$ \_\_\_\_\_. It is also understood that the first payment is due by \_\_\_\_\_ (date) and payment will continue until the account is brought current.

It is also understood that failure to adhere to the above payment schedule will result in our discontinuing service, without any further notice, and all outstanding debts will become due and payable on \_\_\_\_\_'s demand. If suit is instituted by \_\_\_\_\_ to collect under this agreement, \_\_\_\_\_ shall be entitled to collect all reasonable costs and expenses, including attorney's fees.

If the foregoing conforms to your understanding and is agreeable to you, please sign where indicated below and return to our office.

Very truly yours,

\_\_\_\_\_

AGREED TO AND ACCEPTED:

By \_\_\_\_\_ (debtor)

Date: \_\_\_\_\_