

Formal Request for Debt Repayment Schedule

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a repayment schedule for the outstanding debt of [insert amount] that I owe to [Company Name].

Due to [brief explanation of circumstances], I would appreciate your assistance in establishing a manageable repayment plan. I am committed to settling this debt and would like to propose a schedule that accommodates my current financial situation.

Please let me know if you would be willing to discuss possible repayment terms. I am open to suggestions and would like to work together to find a mutually agreeable solution.

Thank you for your attention to this matter. I look forward to your response.

Yours sincerely,

[Your Name]