

Business Repayment Plan Outline

From: [Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Lender's Name]
[Lender's Position]
[Lender's Company]
[Lender's Address]
[City, State, Zip Code]

Date: [Current Date]

Subject: Business Repayment Plan

Dear [Lender's Name],

We hope this message finds you well. We would like to propose a repayment plan for the outstanding balance of [Amount Owed] regarding [Loan/Account Details]. Below is our proposed outline for the repayment process:

1. Total Amount Owed

[Provide total amount owed]

2. Proposed Payment Schedule

- [Installment Amount] due on [Due Date 1]
- [Installment Amount] due on [Due Date 2]
- [Installment Amount] due on [Due Date 3]
- [Final Payment Amount] due on [Final Due Date]

3. Method of Payment

[Specify method of payment such as bank transfer, check, etc.]

4. Contact Information

For any inquiries or changes to this plan, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support. We look forward to your approval of this repayment plan.

Sincerely,

[Your Name]
[Your Position]
[Your Company]