

Repayment Timeline Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. As per our recent discussions regarding the outstanding balance of [insert amount] owed to [Your Company Name], we would like to propose a repayment timeline to facilitate a smoother repayment process.

Proposed Repayment Schedule:

- Initial Payment: \$[amount] due on [date]
- Second Payment: \$[amount] due on [date]
- Final Payment: \$[amount] due on [date]

We believe this schedule will be mutually beneficial and work within your financial planning. Please review the proposed timeline and let us know if you have any adjustments or questions.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]