

[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 discuss the outstanding balance of [amount] that remains on my account as of [specific date]. I value our relationship and wish to resolve this matter amicably.

Given the circumstances, I would like to propose a payment plan that can assist in settling this balance. Please find my proposed terms below:

- Initial Payment: [amount] by [date]
- Subsequent Payments: [amount] every [frequency] until the balance is cleared

I would appreciate your understanding and support in this matter. Please let me know if this proposal works for you or if you have any alternative suggestions. I am open to discussion and hope to reach a mutually agreeable solution.

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

Sincerely,

[Your Name]