

Payment Plan Proposal

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a payment plan for the outstanding amount of [insert amount] due on [insert due date]. I would like to express my commitment to settling this balance and propose the following payment plan:

- Initial Payment: [insert amount] due by [insert date]
- Subsequent Payments: [insert amount] due on [insert frequency, e.g., monthly] starting [insert start date]
- Total Duration: [insert total duration, e.g., 3 months, 6 months]

I believe this plan will allow me to meet my obligations while ensuring that your organization continues to receive timely payments. I appreciate your understanding and consideration of my proposal.

Please let me know if you would like to discuss this further. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]