

Payment Plan Offer for Telecom Dues

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We are writing to discuss your outstanding telecom dues totaling [Amount]. We understand that circumstances can sometimes make it challenging to meet payment obligations.

To assist you, we would like to offer a flexible payment plan to help you settle your balance. Below is the proposed payment plan:

- Total Amount Due: [Amount]
- Initial Payment: [Initial Payment Amount] due by [Initial Payment Due Date]
- Subsequent Payments: [Number of Payments] monthly installments of [Monthly Installment Amount] each, starting on [Start Date] and ending on [End Date]

We believe this plan will facilitate the payment of your dues without causing undue financial strain. If you agree to this proposal, please sign and return the attached agreement by [Response Due Date]. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]