

# Payment Timeline Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a payment timeline for the outstanding balance due for [specify product/service]. Below is the proposed schedule:

## Payment Schedule

- **Payment 1:** \$[Amount] due by [Due Date]
- **Payment 2:** \$[Amount] due by [Due Date]
- **Payment 3:** \$[Amount] due by [Due Date]
- **Final Payment:** \$[Amount] due by [Due Date]

Thank you for considering this proposal. Please let me know if you have any questions or need further clarification. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]