

Payment Plan Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We appreciate your interest in [Product/Service]. We understand that financial flexibility is important, and we would like to propose a personalized payment plan to better suit your needs.

Proposed Payment Plan:

- Total Amount: \$[Total Amount]
- Initial Payment: \$[Initial Payment Amount] due by [Due Date]
- Subsequent Payments: \$[Payment Amount] for [Number of Months] months
- Final Payment: \$[Final Payment Amount] due on [Final Payment Due Date]

This plan is designed to accommodate your financial situation while allowing you to access our services/products without delay. We can also discuss other options if needed.

Please feel free to reach out to us at [Your Phone Number] or [Your Email Address] if you have any questions or would like to discuss this proposal further.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]