

Structured Payment Timetable

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to provide you with the structured payment timetable for the outstanding balance of [Amount]. Please find below the schedule outlining the payment dates and amounts due:

Payment Due Date	Amount Due	Status
[Date 1]	[Amount 1]	[Status 1]
[Date 2]	[Amount 2]	[Status 2]
[Date 3]	[Amount 3]	[Status 3]

Please ensure that the payments are made by the specified dates to avoid any late fees or penalties. Should you have any questions regarding this timetable, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]