

# Debt Recovery Plan Proposal

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to discuss an amicable resolution regarding your outstanding debt of [Insert Amount] with us, as recorded on [Insert Date of Debt].

Understanding your current financial situation, we would like to propose a personalized debt recovery plan that allows you to settle this amount comfortably. Our proposed plan is as follows:

## Proposed Payment Plan

- Initial Payment: [Insert Amount] due by [Insert Date]
- Subsequent Payments: [Insert Amount] every [Insert Frequency] until the total debt is paid.
- Final Payment Due By: [Insert Final Due Date]

We believe this plan will enable you to manage your obligations without causing financial strain. Please review this proposal and let us know your thoughts.

If you agree to the terms outlined above, please sign and return a copy of this letter by [Insert Response Due Date]. If you have any questions or wish to discuss this further, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We appreciate your cooperation and look forward to resolving this situation positively.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]