

Flexible Payment Plan Offer

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to discuss your past due account with us, account number [Account Number], which currently has a balance of [Amount Due]. We understand that unexpected circumstances can arise, and we want to assist you in managing your payments effectively.

To support you during this time, we are pleased to offer you a flexible payment plan tailored to your needs. Below are the details of the plan:

- **Total Amount Due:** [Amount Due]
- **Payment Plan Duration:** [Number of Months]
- **Monthly Payment Amount:** [Monthly Payment]
- **First Payment Due Date:** [First Payment Date]

To accept this offer, please contact us by [Response Deadline Date] at [Phone Number] or [Email Address]. We can discuss the payment plan further or make necessary adjustments to meet your needs.

Thank you for your attention to this matter. We value your relationship with us and are committed to helping you resolve your account balance smoothly.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]