

Payment Plan Request

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

I hope this message finds you well. I am writing to discuss your current account status and to propose a personalized payment plan that aligns with your financial situation.

Given the circumstances, I believe a structured payment plan would be beneficial in allowing you to manage your payments more conveniently. Please find below the proposed terms:

- **Total Amount Due:** [Insert Amount]
- **Proposed Monthly Payment:** [Insert Monthly Amount]
- **Duration of Payment Plan:** [Insert Duration]

I am committed to working with you to find a solution that benefits both parties. Please review the proposed plan and let me know if it meets your needs or if you'd like to discuss alternative options.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]