

Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a payment plan regarding my outstanding balance of [amount owed]. To facilitate this, I would like to suggest the following payment arrangements:

Proposed Payment Plan:

- Initial Payment: [Amount] due by [Date]
- Subsequent Payments: [Amount] due on [Interval, e.g., monthly] until the balance is cleared
- Total Duration of Plan: [Total Duration]

I believe this payment plan will allow me to fulfill my obligations while ensuring ease of management on both sides. I am open to any adjustments that may need to be made to meet your preferences.

Thank you for considering my proposal. I look forward to your response.

Sincerely,

[Your Name]