

Installment Plan Proposal for Debt Repayment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally propose an installment plan for the repayment of my outstanding debt of [Insert Amount]. Due to [briefly explain your financial situation], I am unable to pay this amount in full at this time.

To address this matter, I would like to propose the following installment plan:

- Monthly Payment Amount: [Insert Amount]
- Payment Start Date: [Insert Date]
- Number of Installments: [Insert Number]
- Total Amount to be Paid: [Insert Amount]

I believe this plan will allow me to meet my obligations without causing significant financial distress. I am fully committed to adhering to the proposed payment schedule and am hopeful for your cooperation.

Please let me know if you find this proposal acceptable or if any adjustments are needed. I appreciate your understanding and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]