

# Debt Repayment Plan Proposal

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 letter finds you well. I am writing to propose a debt repayment plan concerning my outstanding balance of [insert amount] due to [insert reason or account number]. Due to [briefly explain your situation], I am currently unable to meet the original payment terms.

To address my obligation, I propose the following repayment plan:

- Monthly Payment Amount: [Insert Amount]
- Payment Schedule: [e.g., monthly, bi-weekly]
- Duration of Plan: [Insert duration, e.g., 6 months, 1 year]
- Proposed Start Date: [Insert Date]

In addition, I would appreciate any flexibility you can provide, such as waiving late fees or adjusting interest rates, to help me successfully complete this plan.

I am committed to resolving my debt and sincerely hope you will consider this proposal. Please feel free to contact me at [insert phone number] or [insert email] to discuss this plan further.

Thank you for your understanding and consideration.

Sincerely,  
[Your Name]