

Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a payment plan regarding the outstanding balance of [amount] that is due on [due date]. Due to unforeseen circumstances, I am unable to make the full payment at this time, and therefore, I would like to outline a proposed payment plan.

Proposed Payment Plan

- Total Amount Due: [amount]
- Proposed Payment Amount: [payment amount] per [week/month]
- Start Date: [start date]
- End Date: [end date]

This plan will allow me to fulfill my obligation while ensuring that payments are manageable for my current financial situation. I am committed to meeting this agreement and ensuring that the remaining balance is settled in a timely manner.

I appreciate your understanding and consideration of my proposal. Please feel free to reach out if you have any questions or would like to discuss this matter further.

Thank you for your time and support.

Sincerely,

[Your Name]