

# Payment Plan Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's 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 the outstanding amount of [Insert Amount] that I owe you for [Insert Description of Service or Product].

In light of my current financial situation, I would like to suggest the following payment plan:

- Initial Payment: [Insert Amount] due by [Insert Date]
- Subsequent Payments: [Insert Amount] due on [Insert Frequency] basis
- Final Payment: [Insert Amount] due by [Insert Final Payment Date]

I believe this plan will allow me to settle the debt in a timely manner while managing my finances effectively. I appreciate your understanding and consideration of this proposal.

Thank you for your time. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]