

Negotiation Letter for Repayment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Company]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to discuss my current financial situation regarding the outstanding balance of [insert amount] which is due on [insert due date]. Due to [brief explanation of circumstances], I am unable to make the full payment at this time.

In light of my situation, I would like to propose a repayment plan. I am able to commit to paying [insert proposed amount] per month for [number of months] months, starting on [proposed start date]. I believe this will allow me to fulfill my obligation while managing my current financial challenges.

I value our relationship and am committed to resolving this matter amicably. I would appreciate your consideration of my proposal. Please let me know if we can discuss this in further detail or if there are any terms you would like to discuss.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]