

# Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 my outstanding balance of [Insert Amount Due]. I appreciate your understanding and support as I work to fulfill this obligation.

Proposed Payment Plan:

- Total Amount Due: [Insert Amount Due]
- Proposed Monthly Payment: [Insert Monthly Payment Amount]
- Payment Start Date: [Insert Start Date]
- Payment Frequency: [Insert Frequency, e.g., monthly]
- Estimated Completion Date: [Insert Completion Date]

Should you agree to this plan, I will ensure timely payments and will communicate with you should any issues arise.

Thank you for considering my proposal. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]