

Structured Repayment Schedule for Partial Debt

Date: [Insert Date]

To: [Creditor's Name]

Address: [Creditor's Address]

Subject: Structured Repayment Schedule for Partial Debt

Dear [Creditor's Name],

We hope this message finds you well. We are writing to propose a structured repayment schedule regarding our outstanding debt with reference number [Insert Reference Number]. We acknowledge our responsibility and would like to settle the remaining amount in a manageable manner.

Proposed Repayment Schedule

Payment Number	Payment Date	Payment Amount
1	[Insert Date]	[Insert Amount]
2	[Insert Date]	[Insert Amount]
3	[Insert Date]	[Insert Amount]

Total Amount Due: [Insert Total Amount]

Total Number of Payments: [Insert Number of Payments]

Last Payment Date: [Insert Date]

We appreciate your understanding and cooperation in this matter. Please let us know if this schedule is agreeable or if further discussions are needed.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]

[Your Contact Information]