

Flexible Payment Offer

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this message finds you well. We understand that managing finances can sometimes be challenging, and we are here to assist you during this time. We are pleased to present you with a flexible payment offer tailored to suit your needs.

As per our records, your current outstanding balance is [Insert Amount]. To make the repayment process easier for you, we are offering the following payment options:

- Option 1: [Description of Option 1, e.g., Pay [Amount] per month for [Number of Months].]
- Option 2: [Description of Option 2, e.g., Pay [Amount] bi-weekly for [Number of Weeks].]
- Option 3: [Description of Option 3, e.g., One-time payment of [Amount] with a discount of [Percentage].]

Please review these options and let us know which one best suits your circumstances. We are committed to assisting you in any way possible and ensuring that your experience with us remains positive.

If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]