

Payment Plan Suggestion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the current outstanding balance on my account and to propose a payment plan that would allow me to settle the amount in a manageable manner.

Due to [brief explanation of circumstances], I am unable to pay the total amount due all at once. Therefore, I would like to suggest the following payment plan:

- Amount: \$[Specify Amount]
- Frequency: [Weekly/Bi-weekly/Monthly]
- Duration: [Specify Time Frame]

I believe this plan will allow me to fulfill my obligations while ensuring timely payments. I am open to discussing this proposal further and adjusting it to better suit your needs as well.

Thank you for considering my suggestion. I appreciate your understanding and support during this time.

Sincerely,

[Your Name]