

Debt Repayment Timeline Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the timeline for repayment of my outstanding debt with [Company Name]. As of [Insert Date], my total debt is [Insert Amount].

Could you please provide me with the details regarding the repayment plan, including any specific deadlines and payment amounts? Additionally, if there are any options for restructuring or negotiating the terms, I would appreciate the information.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]