

Request for Detailed Debt Repayment Timeline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request a detailed timeline for the repayment of my debt account with [Company Name]. Understanding the specific schedule and amounts due will help me manage my finances effectively.

Could you please provide me with the following information:

- Total outstanding balance
- Scheduled payment dates
- Amounts due for each payment
- Any applicable interest rates

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

Sincerely,

[Your Name]