

Request for Structured Debt Repayment Schedule

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a structured repayment schedule for my outstanding debt account [Account Number]. Due to [briefly explain reason, e.g., unforeseen circumstances], I am seeking an alternative repayment plan that would allow me to fulfill my obligations more manageably.

I propose the following schedule for repayment:

- Initial payment: [Amount] on [Date]
- Subsequent payments: [Amount] on [Monthly/Weekly Basis] until the total debt is settled.

I believe this plan will allow me to meet my commitments while also respecting the terms of our original agreement. I appreciate your understanding and consideration in this matter.

Please let me know if we can discuss this proposal further. I am open to any suggestions you may have to make this arrangement feasible.

Thank you for your time and consideration.

Sincerely,

[Your Name]