

Debt Repayment Timeline Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the timeline for the repayment of the outstanding debt amounting to [Insert Amount].

Proposed Repayment Timeline:

- **Initial Payment:** [Insert Date] - [Insert Amount]
- **Subsequent Payments:**
 - [Insert Date]: [Insert Amount]
 - [Insert Date]: [Insert Amount]
 - [Insert Date]: [Insert Amount]
- **Final Payment:** [Insert Date] - [Insert Amount]

Should you have any questions or require further details regarding this proposed timeline, please do not hesitate to reach out to me directly at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]