

Shared Obligation Repayment Plan

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Shared Obligation Repayment Plan

I hope this letter finds you well. This communication is to propose a repayment plan concerning our shared obligations. As we have discussed, the total amount owed is [Total Amount]. To ensure mutual understanding and agreement, I have outlined a proposed repayment schedule below:

Proposed Repayment Schedule

- Payment 1: [Amount] due on [Date]
- Payment 2: [Amount] due on [Date]
- Payment 3: [Amount] due on [Date]
- Final Payment: [Amount] due on [Date]

Please review this proposal and feel free to suggest any modifications or adjustments that might better suit our situation. I believe this plan can help us fulfill our obligations while maintaining a positive relationship.

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

Sincerely,

[Your Name]