

Payment Plan Invitation

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

[Creditor's Name]
[Creditor's Company]
[Company Address]
[City, State, ZIP Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to discuss my current financial situation and propose a payment plan for my outstanding balance of [Amount Due]. Due to unforeseen circumstances, I am finding it challenging to meet the original payment terms.

To manage my financial obligations better, I would like to propose the following payment plan:

- Monthly Payment Amount: [Proposed Amount]
- Payment Frequency: [e.g., Monthly, Bi-weekly]
- Proposed Start Date: [Start Date]
- Duration of Plan: [Number of Months]

I believe this plan will enable me to fulfill my obligations while managing my finances effectively. I appreciate your understanding and consideration of my situation. Please let me know your thoughts on this proposal at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]