

Proposed Terms for Partial Payment of Account Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose terms for a partial payment regarding my current account balance of [Total Amount Owed].

Due to [brief explanation of your situation], I am unable to pay the total balance at this time. However, I am committed to settling my debt and propose the following terms:

- Initial Payment: [Amount] on [Date]
- Subsequent Payments: [Amount] on [Due Dates]
- Total Remaining Balance: [Remaining Amount] to be paid by [Final Due Date]

I appreciate your understanding in this matter, and I am hopeful that these proposed terms will be acceptable. Please let me know if we can discuss this further or if you have any other suggestions.

Thank you for your consideration.

Sincerely,

[Your Name]