

Payment Plan Proposal

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to propose a payment plan regarding the outstanding debt of [insert amount] that is currently owed by [Recipient Company]. We understand that circumstances may have contributed to this outstanding balance, and we would like to offer a structured plan to ease the repayment process.

Proposed Payment Plan:

- Total Outstanding Amount: [Insert Amount]
- Proposed Payment Term: [Insert Term] (e.g., 6 months, 1 year)
- Monthly Payment Amount: [Insert Amount]
- First Payment Due Date: [Insert Date]

We believe this arrangement will be mutually beneficial and will help maintain our ongoing business relationship. Please review this proposal, and let us know if you agree or if adjustments are needed.

We appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]