

# Installment Repayment Proposal

Date: [Insert Date]

To: [Creditor's Name]

Address: [Creditor's Address]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally propose a repayment plan regarding the outstanding balance on my account, which currently amounts to [Insert Amount]. Due to [brief explanation of financial situation], I am unable to meet the original repayment terms.

In light of my circumstances, I propose the following installment repayment plan:

- Total Amount Due: [Insert Amount]
- Proposed Monthly Payment: [Insert Amount]
- Payment Frequency: Monthly
- Payment Start Date: [Insert Start Date]
- Total Number of Installments: [Insert Number]

I am committed to resolving this matter and would greatly appreciate your understanding and support in this difficult time. Please feel free to contact me at [Your Phone Number] or [Your Email] to discuss this proposal further.

Thank you for your attention to this matter, and I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]