

Payment Settlement Proposal

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a payment settlement plan concerning my outstanding balance of [amount] that I owe to [Company Name]. Due to [brief explanation of circumstances, e.g., unforeseen circumstances, financial hardship], I am unable to pay the full amount at this time.

To resolve this matter, I propose the following payment plan:

- Total Amount Owed: [amount]
- Proposed Settlement Amount: [amount]
- Payment Schedule: [e.g., X monthly payments of Y amount each]
- First Payment Due: [date]

I believe this proposal will allow us to resolve this matter amicably and in a timely fashion. I am committed to adhering to the proposed payment schedule and appreciate your consideration of this request.

Thank you for your understanding. I look forward to your reply.

Sincerely,

[Your Name]