

# Installment Payment 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 propose a plan for the repayment of my outstanding debt of [Total Amount Owed] that I currently owe to you.

Due to [briefly explain your circumstances, e.g., financial difficulties, unforeseen expenses], I am unable to pay the total amount in full at this time. However, I am committed to settling this debt and would like to propose the following installment payment plan:

- Proposed Total Payment Amount: [Total Amount Owed]
- Proposed Monthly Payment: [Monthly Installment Amount]
- Number of Months: [Total Number of Months]
- First Payment Due Date: [First Payment Due Date]

I believe this proposal will allow me to manage my finances responsibly while ensuring that I fulfill my obligation to you. I kindly ask for your consideration of my proposal. If you agree to these terms or would like to discuss any adjustments, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support during this time. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]