

Payment Restructuring Plan Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge the ongoing challenges faced by our business due to [briefly mention the reason, e.g., economic downturn, pandemic, etc.]. In an effort to ensure business continuity, we are proposing a payment restructuring plan that aligns with our current financial capabilities while enabling us to meet our obligations.

We suggest the following terms for the restructuring:

- Reduction of monthly payments to [proposed amount]
- Extension of payment term to [number of months/years]
- Adjustment of interest rate to [proposed interest rate]

We believe that these adjustments will not only allow us to stabilize our financial situation but also maintain our ongoing relationship. We are committed to fulfilling our obligations and working collaboratively to move forward.

We would appreciate the opportunity to discuss this proposal further. Please let us know a convenient time for a meeting or a call.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]