

Proposal for Prepayment Arrangement

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]

Subject: Proposal for Prepayment Arrangement

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a prepayment arrangement concerning [specific service or loan] that we currently have in place.

Given our ongoing partnership and our commitment to timely payment, we would like to initiate a prepayment schedule that optimizes our financial planning and enhances our cash flow management. Specifically, we propose the following terms:

- Prepayment Amount: [Insert Amount]
- Payment Timeline: [Specify Timeline]
- Applicable Discounts: [Specify any Discounts]

We believe that this arrangement will be mutually beneficial and foster a stronger working relationship between our companies. Please let me know a convenient time for us to discuss this proposal further.

Thank you for considering our proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]