

Debt Recovery Proposal

Date: [Insert Date]

To,
[Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Proposal for Debt Recovery

We are writing to discuss the outstanding debt of [Insert Amount] that has been pending since [Insert Due Date]. We value our relationship with you and are committed to resolving this matter amicably.

Given the current situation, we propose the following plan for recovery:

- Payment of [Insert Amount] by [Insert Date]
- Subsequent payments of [Insert Amount] monthly for [Insert Duration]

We believe this proposal is mutually beneficial and will help us maintain our long-standing relationship. Please review the plan and let us know if you have any modifications or suggestions.

We appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]