

Payment Plan Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose a payment plan to address the outstanding balance on your account with us.

Details of the Payment Plan:

- Total Amount Due: [Insert Total Amount]
- Proposed Payment Amount: [Insert Payment Amount]
- Number of Payments: [Insert Number of Payments]
- Payment Due Dates: [Insert Due Dates]

We believe that this plan will help you manage your payments more effectively. Please feel free to reach out to us if you have any questions or if you would like to discuss this proposal further.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]