

Payment Plan Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

We are writing to discuss your recent late payments regarding your account with us. We understand that circumstances can sometimes lead to financial difficulties, and we want to work with you to resolve this matter amicably.

To help facilitate your payments, we propose the following payment plan:

- Total Amount Due: \$[Insert Amount]
- Proposed Monthly Payment: \$[Insert Amount]
- Payment Due Date: [Insert Due Date]
- Payment Start Date: [Insert Start Date]
- Number of Installments: [Insert Number]

We believe that this plan will enable you to meet your obligations while managing your cash flow effectively. Please review the proposed terms, and if agreeable, sign and return this letter to confirm your acceptance.

If you have any questions or would like to discuss this proposal further, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]