

Flexible Payment Plan Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Flexible Payment Plan

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the outstanding balance on my account, which currently stands at [insert amount]. I understand the importance of fulfilling my obligations and want to propose a flexible payment plan that would allow me to settle this balance in a manageable way.

Here is my proposed payment plan:

- Initial payment of [insert amount] due on [insert date].
- Subsequent payments of [insert amount] every [insert frequency, e.g., week, month], starting from [insert date].
- Final payment of [insert amount] on or before [insert date].

I believe this plan will ensure that I meet my financial obligations while maintaining my current financial stability. I am open to discussing this proposal further and adjusting the terms if necessary.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]