

Dear [Recipient's Name],

I hope this message finds you well. I wanted to reach out regarding the outstanding debt of [amount] that I owe you. I truly appreciate your patience and support during this time.

In light of my current financial situation, I would like to propose a revised payment plan that I believe could be mutually beneficial. I am proposing to pay [proposed amount] per month for the next [number of months] until the debt is settled.

I understand the importance of fulfilling my obligations and am committed to resolving this matter. If you're open to this proposal, or if you'd like to discuss alternative arrangements, please let me know. Your understanding means a lot to me.

Thank you for considering my proposal. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Contact Information]