

# Repayment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Company Name]

[Creditor's Address]

[City, State, ZIP Code]

Dear [Creditor's Name],

Subject: Proposal for Repayment Plan

I hope this letter finds you well. I am writing to discuss the outstanding balance on my account with [Creditor's Company Name]. Due to unforeseen circumstances, I have encountered difficulties in meeting the payment obligations. However, I am committed to fulfilling this financial obligation and would like to propose a repayment plan that I believe is fair and manageable.

Proposed Repayment Plan:

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

I suggest we review this plan at the end of [Insert Timeframe] to assess my progress and discuss any adjustments that may be necessary. I believe that with your understanding and support, we can resolve this matter amicably.

Thank you for your consideration of my proposal. I look forward to your prompt response so we can reach an agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]