

# Payment Plan Establishment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a payment plan for the outstanding balance on my account. Due to [brief explanation of circumstances], I am unable to make the full payment at this time.

To resolve this matter, I would like to propose the following payment plan:

- Total Amount Due: [Total Amount]
- Proposed Monthly Payment: [Proposed Amount]
- Payment Schedule: [e.g., Monthly on the 1st of each month]
- Start Date: [Proposed Start Date]

I believe that this plan will allow me to fulfill my obligation while managing my current financial situation. I appreciate your understanding and consideration of this proposal.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]