

# Installment Repayment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Credit Card Company Contact/Department],

I hope this message finds you well. I am writing to discuss my current situation regarding my credit card debt with account number [Account Number]. Due to [brief explanation of financial hardship], I am unable to make the minimum payments required at this time.

To address this matter, I would like to propose an installment repayment plan. I believe that my proposed plan will allow me to fulfill my obligations while managing my finances more effectively. Here are the details of my proposal:

- Total Outstanding Balance: [Total Amount]
- Proposed Monthly Payment: [Proposed Amount]
- Proposed Duration: [Number of Months]
- First Payment Date: [Proposed Start Date]

I am committed to resolving this debt and appreciate your understanding and consideration of my proposal. Please let me know if you need any further information or if we can discuss this proposal at your earliest convenience.

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

Sincerely,

[Your Name]