

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Repayment Schedule

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the outstanding debt owed by my company, [Your Company Name], totaling [Amount]. Due to [briefly explain reasons, if necessary, e.g., unforeseen circumstances], we are experiencing some cash flow issues.

To ensure that we meet our obligations, I would like to request the creation of a repayment schedule. This schedule would outline our proposed payment plan, including the amount and frequency of payments, to facilitate the responsible management of our debt.

Could we possibly arrange a meeting to discuss this in further detail? Your understanding and support during this time would be greatly appreciated, and I am confident we can reach a mutually beneficial arrangement.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]