

Credit Card Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a payment plan for my credit card balance of [Insert Amount] due to [brief reason for proposing a payment plan, e.g., financial hardship, unexpected expenses, etc.].

I would like to suggest the following payment plan:

- Total balance: [Insert Total Amount]
- Proposed monthly payment: [Insert Monthly Payment Amount]
- Proposed duration: [Insert Duration, e.g., 6 months, 12 months, etc.]

I believe this plan would allow me to fulfill my financial obligations while managing my current financial situation. I am committed to making timely payments and maintaining open communication throughout the process.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]