

Payment Plan Proposal

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to discuss the outstanding balance on your account with us. As of [Insert Date], the total amount due is [Insert Amount]. We understand that financial circumstances can sometimes be challenging and would like to work with you to develop a manageable payment plan.

We propose the following payment plan to help you settle your overdue account:

- Total Amount Due: [Insert Amount]
- Proposed Payment Amount: [Insert Amount] per month
- Starting Date: [Insert Start Date]
- Duration: [Insert Duration in Months]

Please review this proposal and let us know if you have any adjustments or if you would like to discuss this further. Our goal is to provide you with flexible options that suit your current financial situation.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]