

Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Payment Plan Proposal for Delinquent Account

Dear [Recipient Name],

We hope this message finds you well. We are reaching out regarding your account with us, which currently has a delinquent balance of [Amount Due]. We understand that unforeseen circumstances may have contributed to this situation, and our goal is to assist you in resolving your account in a manageable way.

To this end, we propose a payment plan structured as follows:

- Total Balance Due: [Amount Due]
- Proposed Payment Amount: [Amount per Payment]
- Payment Frequency: [weekly/bi-weekly/monthly]
- Duration of Plan: [Number of Payments]
- First Payment Due By: [Insert Date]

Please review this proposal and let us know if you have any questions or require modifications to better suit your situation. We are committed to working with you to bring your account current.

Thank you for your attention to this matter, and we look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]