

# Credit Card Payment Schedule

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. As per our discussion regarding your credit card account with us, we are providing you with a suggested payment schedule to help manage your balance effectively.

## Suggested Payment Schedule

Payment Due Date	Payment Amount
[Insert Date 1]	[\$[Insert Amount]]
[Insert Date 2]	[\$[Insert Amount]]
[Insert Date 3]	[\$[Insert Amount]]
[Insert Date 4]	[\$[Insert Amount]]

We encourage you to follow this schedule to ensure timely payments and avoid any late fees. If you have any questions or wish to make adjustments, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]