

# Debt Repayment Plan Suggestion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Bank/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a repayment plan concerning my outstanding credit card debt with your institution. Due to [briefly explain your situation, e.g., financial difficulties or unexpected expenses], I am currently facing challenges in meeting my payment obligations.

To manage my debt responsibly, I would like to suggest the following repayment plan:

- Total Amount Due: \$[Amount]
- Proposed Monthly Payment: \$[Amount]
- Duration of Payment Plan: [Number of months]
- Start Date: [Proposed start date]

I believe this plan will allow me to fulfill my obligations while ensuring that I can continue to manage my other financial responsibilities. I kindly ask for your consideration and approval of this proposed repayment plan.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]