

# Payment Plan Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the overdue amount of [amount] that is currently outstanding on my account. I understand the importance of fulfilling my financial obligations and would like to propose a payment plan to settle this balance.

To address this, I propose the following payment plan:

- Initial payment of [amount] to be made by [date].
- Subsequent monthly payments of [amount] for [number of months] until the balance is paid in full.

Thank you for considering my proposal. I believe this plan will allow me to meet my obligations while ensuring that the payments are manageable. I am keen on resolving this matter promptly and appreciate your understanding.

Please let me know if you're open to discussing this proposal further or if you have any alternative suggestions.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]