

Deferred Payment Plan Agreement Proposal

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to propose a deferred payment plan regarding the outstanding balance of [amount owed] as per our previous discussions.

In light of our current circumstances, we propose the following terms for the deferred payment plan:

- **Total Amount Due:** [amount owed]
- **Initial Payment:** [amount of initial payment] due by [due date]
- **Subsequent Payments:** [amount of subsequent payment] due on [monthly/bi-weekly] basis starting from [start date]
- **Final Payment Due By:** [final payment due date]

We believe that this plan will allow for a manageable payment structure while ensuring that the outstanding balance is paid in full. We appreciate your understanding and support during this time.

Please review the proposed terms, and feel free to reach out to us at [your phone number] or [your email address] should you have any questions or require further adjustments.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]