

Payment Plan Template

Subject: Proposed Payment Plan for Debt Settlement

Dear [Creditor Name],

I am writing regarding my outstanding debt on account [Account Number]. Due to current financial difficulties, I am unable to pay the full balance immediately.

I propose a settlement plan with monthly payments of [Payment Amount] over [Number of Months] to fully resolve the debt. I request confirmation that upon completion, the account will be considered settled in full.

Thank you for your consideration.

Sincerely,

[Your Name]

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