

Payment Plan Proposal Message

Subject: Payment Plan for Your Outstanding Loan

Dear [Recipient's Name],

We noticed that you are experiencing difficulties in repaying your loan of [amount]. Instead of allowing the debt to accumulate further, we would like to propose a structured payment plan that can make the repayment process easier for you.

The proposed plan would allow you to pay [amount] monthly over [duration], starting from [date]. This will help avoid late fees and protect your credit history.

Please confirm your acceptance of this proposal or suggest adjustments that may better suit your current financial situation. We are open to working with you toward a solution.

Sincerely,

[Your Name]

[Your Position]

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