

Offer to negotiate payment plan before action

Subject: Payment Arrangement Request

Dear [Debtor Name],

We note that your account with [Company Name] has an outstanding balance of [Amount]. Before initiating any legal action, we wish to provide an opportunity to discuss a payment plan.

Please contact us within [X] days to agree on a schedule. Failure to respond will leave us no choice but to proceed with legal action.

Thank you for your prompt cooperation.

[Your Name]

[Company Name]

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