

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Proposal for Debt Repayment Agreement**

Dear [Recipient Name],

This letter is regarding the outstanding balance of \$[Amount] currently owed to [Company/Individual Name] for [Description of debt/Service provided]. We understand that financial circumstances can change, and we would like to work with you to resolve this matter through a formal repayment agreement.

We are proposing the following repayment plan to help you clear the balance in manageable installments:

- **Total Balance Due:** \$[Amount]
- **Installment Amount:** \$[Amount] per [Week/Month]
- **Start Date:** [Date]
- **Number of Payments:** [Number]

If this plan is acceptable to you, please sign the enclosed agreement and return it to our office by [Deadline Date]. Once received, we will pause any further collection actions as long as payments are made according to the schedule.

If you would like to propose an alternative payment schedule, please contact us immediately at [Phone Number] or [Email Address] so we can discuss a mutually beneficial solution.

We look forward to resolving this matter amicably.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]