

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: GGT Payment Proposal

I hope this letter finds you well. I am writing to formally propose a payment plan regarding the outstanding GGT (Goods and Services Tax) owed to [Company/Organization Name].

**\*\*Proposed Payment Plan:\*\***

1. **\*\*Total Amount Owed:\*\*** [Detail the total amount]

2. **\*\*Proposed Payment Schedule:\*\***

- [Amount] due on [date]
- [Amount] due on [date]
- [Amount] due on [date]

3. **\*\*Method of Payment:\*\*** [Describe how payments will be made, e.g., bank transfer, check, etc.]

I believe this proposed plan will allow for a manageable approach to settle the outstanding balance while maintaining our good relationship. Please feel free to contact me at your earliest convenience to discuss this proposal further. Thank you for considering this plan, and I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]