
(First name, last name)

(Street, house number)

(Postcode, place)

(Mobile)

(Email)

A-Post
Inkasso KÜng AG
Postfach 306
3000 Bern 22

(Date)

Payment schedule

Dear Sir or Madam

I refer to dossier no.

(dossier number, gray field on reminder)

I am currently unable to pay for the following reason: _____

I am therefore submitting a proposal for the following payment schedule for your consideration:

from _____ CHF _____
(date of your payment) (amount of your payment)

To enable you to consider my proposal I am sending you the following documents:

1. Most recent tax return in its entirety
2. Last two complete annual assessments from the tax authority
3. Pay check for the last three months
4. Extract from the collection register (not older than three months)
5. If applicable, my social services household budget form (for the last three months)
6. Other documents

I am aware that you are under no obligation to accept my application. I am also aware that if my application is accepted and I subsequently fail to pay an instalment or pay it late, the payment plan is void and I must pay the entire amount outstanding immediately.

I acknowledge that costs are owed as of today and that further costs may be claimed.

I hope you will look favorably on my application.

Best regards

(Signature)

- Attachements as mentioned above