

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Easy Payment Arrangement

I hope this letter finds you well. I am writing to request an easy payment arrangement regarding my outstanding balance with

[Company/Organization Name], account number [Your Account Number].

Due to [brief explanation of your situation, e.g., unforeseen circumstances, financial hardship], I am currently unable to pay the full amount due. However, I am committed to settling my obligation and would like to propose a new payment plan that would allow me to do so.

I would like to suggest the following payment terms:

- Total Amount Due: \$[Total Amount]
- Proposed Monthly Payment: \$[Proposed Amount]
- Payment Start Date: [Start Date]
- Duration of Payment Plan: [e.g., Months/Weeks]

I believe this arrangement would enable me to fulfill my financial responsibility while managing my current situation. I am open to discussing this proposal further and am willing to work with you to find a suitable solution.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]