

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a payment arrangement regarding my account with [Company Name], account number [Account Number].

Due to [brief explanation of circumstances, e.g., unexpected financial hardships, medical expenses], I am currently unable to make my scheduled payments as outlined in our agreement. In light of this situation, I would like to propose a payment plan that would allow me to meet my obligations while considering my current financial capacity.

I propose to make monthly payments of [proposed amount] starting on [proposed start date] for a period of [duration of the proposed payment plan]. I believe this arrangement will enable me to fulfill my payment responsibilities without undue hardship.

I appreciate your understanding and consideration of my request. Please let me know if we can schedule a time to discuss this matter further or if there are any forms or documents I need to complete.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]