

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

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

Dear [Recipient's Name],

Subject: Request for Payment Arrangement

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

Due to [briefly explain your current financial situation], I am unable to make the full payment at this time. I would like to propose a payment plan that would allow me to settle the outstanding balance while managing my finances responsibly.

I suggest the following payment arrangement:

- Total amount due: [Total Amount]
- Proposed payment amount: [Proposed Amount]
- Payment frequency: [Weekly/Bi-weekly/Monthly]

I appreciate your understanding and consideration of my request. I am committed to resolving this matter and would gladly like to discuss any alternative arrangements that you might allow.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]