

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

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

Dear [Recipient's Name],

Subject: Payment Arrangement for Service Fees

I hope this message finds you well. I am writing to discuss the outstanding service fees associated with [brief description of services provided], which were due on [due date].

Due to [brief explanation of circumstances causing delay], I am unable to make the full payment at this time. I propose a payment arrangement to settle this balance. I suggest the following payment plan:

- Total Amount Due: \$[total amount]
- Payment Installments: \$[amount per installment]
- Payment Schedule: [e.g., bi-weekly/monthly]
- Proposed Start Date: [start date]

I assure you that I am committed to fulfilling this obligation and will ensure that payments are made on time as per the agreed schedule. I would appreciate your understanding and support in this matter.

Please let me know if the proposed arrangement is acceptable or if there are other options we can consider. I am open to discussing this further to reach a mutual agreement.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]