

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Payment Arrangement

I hope this letter finds you well. I am writing to request a payment arrangement for my account with [Company's Name], account number [Account Number]. Due to [brief explanation of your situation, e.g., financial hardship, unexpected expenses], I am currently unable to make my payments as scheduled.

I would like to propose a payment arrangement that would allow me to fulfill my obligations without further financial strain. Specifically, I would like to suggest [proposed payment plan, e.g., smaller monthly installments, extended pay period, etc.]. I believe this arrangement will enable me to meet my obligations while also allowing me to regain my financial footing.

I appreciate your understanding and consideration in this matter. Please let me know if this arrangement can be accommodated or if there are any alternatives we might explore. I am committed to resolving this situation and appreciate your support.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]