

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Arrangement Proposal

I hope this message finds you well. I am writing to discuss my current financial situation and propose a payment arrangement for my outstanding balance of [insert amount] due on [insert due date].

Due to [briefly explain reason for financial difficulty], I am unable to make the full payment at this time. I would like to propose the following payment plan:

1. Initial payment of [insert initial payment amount] by [insert date].

2. Subsequent monthly payments of [insert monthly payment amount] starting from [insert start date] until the balance is paid in full.

I believe this arrangement will allow me to meet my obligations while ensuring that your needs are also met. I am committed to fulfilling this agreement and appreciate your understanding and support during this time. Please let me know if this proposal is acceptable or if there are adjustments you would like to discuss. I am eager to find a mutually beneficial solution.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]