

[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 Installment Payment Arrangement

I hope this message finds you well. I am writing to discuss my current financial situation regarding my outstanding balance of [Amount Owed] for [Describe the Debt, e.g., invoice number, account number]. Due to [briefly explain your situation, e.g., unexpected expenses, job loss], I am unable to pay the full amount at this time.

To address this situation responsibly, I would like to propose an installment payment arrangement. I respectfully request to pay the total outstanding amount in [number of installments] installments of [amount] each, with the first payment to be made on [proposed date] and subsequent payments to be made on a [weekly/monthly] basis.

I believe this arrangement will allow me to maintain my financial obligations while gradually clearing this debt. I appreciate your understanding and support during this challenging time.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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