

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

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

Dear [Recipient's Name],

Subject: Payment Arrangement Proposal

I hope this letter finds you well. I am writing to discuss a payment arrangement regarding my account (Account Number: [Your Account Number]) that is currently [briefly explain the situation, e.g., overdue, in collections, etc.].

Due to [brief explanation of financial difficulties or circumstances], I am unable to fulfill my payment obligations as originally agreed. To address this situation, I would like to propose a payment arrangement that I believe will be mutually beneficial.

I propose the following payment plan:

- Total Amount Owed: [Total Amount]
- Proposed Payment Amount: [Amount]
- Payment Frequency: [e.g., weekly, bi-weekly, monthly]
- Proposed Start Date: [Start Date]
- Proposed End Date: [End Date]

I hope that we can agree on this arrangement to help me settle my account while managing my financial situation more effectively. I assure you of my commitment to adhering to this proposed plan.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]