

[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 Partial Payment Arrangement

I hope this message finds you well. I am writing to discuss my current outstanding balance of [total amount due] on my account with [Company's Name]. Due to [brief explanation of your circumstances, e.g., financial difficulties, unexpected expenses], I am unable to pay the full amount at this time.

I would like to propose a partial payment plan where I can pay [amount you can pay] towards my balance by [specific date]. I believe that this arrangement would allow me to manage my finances more effectively while still honoring my commitment to your company.

Please let me know if this proposal is acceptable or if we can discuss alternative arrangements that might work for both parties. I appreciate your understanding and support during this time.

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

Sincerely,

[Your Name]

[Your Account Number or Reference Number, if applicable]