

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

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

Dear [Recipient Name],

Subject: Payment Arrangement Request

I hope this letter finds you well. I am writing to discuss my current financial situation and to propose a payment arrangement for the outstanding balance of [amount owed] on my account.

Due to [brief explanation of your situation, e.g., unexpected expenses, job loss], I am unable to make the full payment at this time. To resolve this matter, I would like to propose the following payment plan:

- Payment Amount: [Proposed amount]
- Frequency: [Monthly, bi-weekly, etc.]
- Duration: [Number of months/weeks]

I believe that this plan will allow me to settle my account while managing my current financial obligations. I appreciate your understanding and consideration of this request.

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

Sincerely,
[Your Name]