

[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],

I hope this letter finds you well. I am writing to discuss my current financial situation and to request a possible payment plan regarding the debts I owe to [Company's Name].

Due to [briefly explain your circumstances, e.g., unexpected medical expenses, loss of job, etc.], I am currently experiencing difficulty in making my payments on time. I want to ensure that I fulfill my obligations and maintain a good relationship with your company.

I would like to propose a payment plan that allows me to pay off my debts in manageable installments. Specifically, I am suggesting [details of the payment plan, e.g., amount per month, duration, etc.], starting from [proposed start date].

I believe this arrangement would benefit both parties and allow me to meet my financial commitments without further hardship. I am open to discussing any alternative options you might consider suitable.

Thank you for your understanding and consideration of my request. I look forward to your prompt response.

Sincerely,
[Your Name]