

Payment Plan Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a payment plan for my outstanding balance of [Insert Amount]. Due to [brief explanation of your situation], I am unable to pay the full amount at this time.

I would like to propose the following payment plan:

- Initial payment of [Insert Amount] on [Insert Date]
- Subsequent monthly payments of [Insert Amount] until the balance is cleared

I believe this arrangement will allow me to meet my obligations while managing my finances effectively. I appreciate your consideration of my request and am hopeful that we can work together towards a solution.

If you need any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your understanding.

Sincerely,

[Your Name]