

Payment Arrangement Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a payment arrangement regarding my outstanding balance of [Insert Amount]. Due to [briefly explain your situation], I am unable to make the full payment at this time.

I propose to make payments of [Insert Amount] per [week/month] starting on [Insert Start Date] until the balance is paid in full. I believe this arrangement will allow me to fulfill my obligation while managing my financial situation effectively.

I appreciate your understanding and willingness to work with me during this time. Please let me know if you are amenable to this proposal or if we can discuss alternative arrangements.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]