

Application for Prolonged Payment Arrangements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a prolonged payment arrangement for my account [insert account number or reference]. Due to [briefly explain your circumstances, e.g., unforeseen financial difficulties, job loss], I am currently unable to meet my payment obligations as previously agreed.

To address this situation, I propose the following arrangement: [clearly outline your proposed payment plan, including payment amounts and frequency]. I believe this arrangement will allow me to meet my obligations while managing my current financial situation.

I appreciate your understanding and consideration in this matter. I look forward to your response and hope we can come to a mutually beneficial arrangement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]