

Letter of Submission for Alternate Payment Period Agreement

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to formally submit a request for an Alternate Payment Period Agreement concerning my account with [Company/Organization Name]. Due to [brief explanation of circumstances leading to the request], I am seeking flexibility in payment arrangements.

Attached to this letter, you will find the necessary documentation supporting my request:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your consideration of my situation and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]