

Letter to Resolve Outstanding Balance

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my current outstanding balance of [amount] due on [account number or invoice number]. Due to [brief explanation of situation, e.g., unexpected circumstances], I have been unable to settle this amount promptly.

To resolve this issue, I propose the following plan:

- Payment of [amount] on [date].
- Subsequent monthly payments of [amount] until the balance is cleared.

I believe this plan will enable me to pay the outstanding balance without further delays. I would greatly appreciate your consideration of this proposal.

Please let me know if you require any additional information or if we need to discuss this further. I hope to hear from you soon.

Thank you for your understanding.

Sincerely,

[Your Name]