

Payment Arrangement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to propose a payment arrangement regarding my credit account with you, account number [Insert Account Number]. Due to [brief explanation of circumstances], I have been unable to meet my payment obligations.

In light of my situation, I would like to propose a payment plan to settle my outstanding balance of [Insert Amount]. I can commit to making monthly payments of [Insert Proposed Amount] starting on [Insert Start Date]. This arrangement will allow me to fully settle my account by [Insert End Date].

I appreciate your understanding and consideration of my proposal. Please let me know if this arrangement is acceptable or if there are any modifications you would suggest. I am eager to resolve this matter amicably.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]