

# Payment Plan Request for Overdue Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[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 account status with [Company Name] and to request a payment plan for my overdue balance of [Insert Amount]. Due to [brief explanation of your circumstances], I am unable to pay the full amount at this time.

To facilitate timely payments and resolve this matter, I propose the following payment plan:

- Initial payment of [Insert Amount] due by [Insert Date]
- Subsequent payments of [Insert Amount] due on [Specify Dates]
- Final payment of [Insert Amount] due by [Insert Date]

I believe this plan will allow me to settle my account while managing my current financial situation. I appreciate your understanding and consideration of my request.

Please let me know if you would be open to discussing this payment plan or if there are alternative options available. Thank you for your attention to this matter.

Sincerely,

[Your Name]