

Payment Arrangement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a payment arrangement regarding my outstanding balance of [insert amount] due on [insert due date]. Due to [briefly explain your situation], I am currently unable to pay the full amount by the due date.

To resolve this matter, I would like to propose the following payment arrangement:

- Total Amount Owed: [insert amount]
- Proposed Monthly Payment: [insert proposed payment amount]
- Proposed Payment Start Date: [insert date]
- Duration of the Payment Plan: [insert duration, e.g., "3 months"]

I believe this arrangement will allow me to settle my balance while managing my current financial constraints. I assure you of my commitment to adhere to this payment schedule.

Please let me know if you would be willing to accept this proposal or if there are any adjustments you'd like to discuss. I appreciate your consideration and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]