

# Payment Settlement Agreement Request

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],

Subject: Request for Payment Settlement Agreement

I am writing to formally request a payment settlement agreement regarding the outstanding balance of [amount due] associated with [describe the service/product]. I understand my obligations and am eager to settle this matter amicably.

Due to [brief explanation of your circumstances], I am requesting a review of my payment options. I believe that we can reach a mutually beneficial agreement that accommodates my financial situation.

I would appreciate it if we could discuss possible payment terms, such as [suggest specific terms or payment plans]. I am open to any proposals you may have and am committed to resolving this matter promptly.

Thank you for considering my request, and I look forward to your prompt response.

Sincerely,

[Your Name]