

Request for Convenient Payment Arrangement

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a convenient payment arrangement regarding my outstanding balance of [amount] due on [date]. Due to [brief explanation of circumstances], I am finding it challenging to meet the original payment terms.

I would greatly appreciate the opportunity to discuss flexible payment options that could better align with my current financial situation. I am committed to fulfilling my obligation and propose the following arrangement: [proposed payment plan].

Thank you for considering my request. I am hopeful we can come to a mutually agreeable solution. Please feel free to reach out to me at [your phone number] or [your email address] to discuss this matter further.

Sincerely,

[Your Name]