

Payment Plan Request for Outstanding Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 formally request a payment plan for my outstanding balance of [Insert Amount] with account number [Insert Account Number]. Due to [brief explanation of circumstances, e.g., financial hardship], I am unable to pay the full amount at this time.

I would like to propose a payment plan of [insert proposed amount] per month until the balance is cleared. I believe this plan will allow me to meet my obligations while managing my current financial situation.

Thank you for considering my request. I am hopeful we can come to a mutually agreeable arrangement. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Sincerely,

[Your Name]