

Request for Deferred Payment Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a deferred payment agreement regarding my outstanding balance of [insert amount] due on [insert due date]. Due to [briefly explain your reason, e.g., unforeseen circumstances, financial difficulties], I am unable to make the payment on the original due date.

To manage my financial situation effectively, I would appreciate your consideration of a payment postponement plan. I propose to make the payment in [insert number of installments] installments, starting on [insert proposed start date] and concluding by [insert proposed end date]. I believe this arrangement will allow me to fulfill my obligations without compromising my financial stability.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation to facilitate this agreement. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]