

# Payment Plan Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my current financial situation regarding my outstanding balance of [insert amount] that I owe to [Company Name]. Due to [briefly explain your situation], I am unable to make the full payment at this time.

In light of this, I would like to propose a manageable payment plan to settle my outstanding balance. I suggest a payment of [insert amount] per [week/month], starting on [insert start date] until the total amount is paid off. I believe this plan will allow me to meet my obligations while ensuring that I can maintain my other financial responsibilities.

I appreciate your understanding and consideration regarding my request. If you need further information or would like to discuss this matter, please feel free to contact me at your convenience.

Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]