

Partial Payment Arrangement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the outstanding bill of [amount] that is currently due to [Recipient's Company Name]. Due to unforeseen circumstances, I am unable to pay the full amount at this time.

However, I would like to propose a partial payment arrangement. I can make an initial payment of [amount] by [date], followed by additional payments of [amount] every [time frame] until the total outstanding balance is settled.

I believe this arrangement will allow me to fulfill my obligations while managing my current financial situation. Please let me know if this proposal is acceptable or if we can discuss alternative arrangements.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]