

Installment Plan Arrangement for Credit Card Debt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Credit Card Company Name or Customer Service],

I am writing to propose an installment plan arrangement for my credit card debt account number [Your Account Number]. Due to [briefly explain situation that led to financial difficulty], I am currently unable to make my regular payments.

To manage my financial obligations better, I would like to request a consolidation of my outstanding balance of [Total Amount Owed] into a manageable installment plan. I propose to make monthly payments of [Proposed Monthly Amount] over the next [Number of Months] months.

I believe this arrangement will allow me to fulfill my debt obligations while restoring my financial stability. I kindly ask you to consider my request and respond at your earliest convenience.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]