

Payment Arrangement Request for Overdue Bill

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Billing Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department/Specific Contact Name],

I am writing to formally request a payment arrangement regarding my overdue account, [Account Number or Reference]. Due to [brief explanation of financial difficulty], I am unable to meet the original payment terms at this time.

I would like to propose a payment arrangement where I can pay [propose amount] per [week/month] starting from [proposed start date]. This will allow me to clear my outstanding balance while ensuring that my financial situation is manageable.

I appreciate your understanding and consideration of my request. Please let me know if you need any additional information or documentation to process this arrangement.

Thank you for your assistance.

Sincerely,

[Your Name]