

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

**Subject: Proposal for Installment Payment Arrangement**

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to discuss my outstanding debt with your organization, account number [Account Number], which currently totals [Amount Owed].

Due to [brief explanation of circumstances, e.g., financial hardship, loss of income], I am unable to pay the full amount at this time. However, I would like to propose an installment payment arrangement to fulfill my obligation.

I am prepared to make monthly payments of [Proposed Amount] beginning on [Proposed Start Date] until the debt is settled in full. I believe this arrangement will allow me to manage my finances more effectively while ensuring that I meet my obligations to you.

If you agree to this proposal, please send me a confirmation letter detailing the terms of our agreement. I appreciate your understanding and consideration of my situation.

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

Sincerely,

[Your Name]