

Payment Arrangement Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a payment arrangement for the outstanding balance of [Insert Amount] that I owe you as of [Insert Date]. Due to [brief explanation of circumstances], I am unable to make the payment in full at this time.

To address this, I would like to propose the following payment plan:

- Total Amount Owed: [Insert Amount]
- Proposed Payment Amount: [Insert Amount] per [week/month]
- Number of Payments: [Insert Number]
- First Payment Due Date: [Insert Date]

I believe that this arrangement will allow me to fulfill my obligation while managing my current financial situation. I am committed to honoring this plan and appreciate your understanding and support.

Please let me know if this proposal is acceptable to you or if you would like to discuss alternative arrangements. I am open to finding a solution that works for both parties.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]