

Payment Plan Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a payment plan for the outstanding balance of [Insert Amount] on my account. Due to [brief explanation of circumstances], I am currently unable to pay the full amount at once.

I propose the following payment plan: [Insert Payment Plan Details]. I believe this plan will allow me to fulfill my financial obligations while managing my current situation.

Thank you for considering my request. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]