

# Debt Payment Arrangement Request

Date: [Insert Date]

To: [Debt Collection Agency/Company Name]

Address: [Company Address]

City, State, ZIP: [City, State, ZIP]

Dear [Debt Collector's Name],

I hope this message finds you well. I am writing to formally request a payment arrangement for the outstanding debt associated with my account, [Account Number]. Due to [brief explanation of reasons, e.g., financial hardship, unexpected expenses], I am unable to pay the full amount at this time.

To address this situation, I propose the following payment plan:

- Monthly Payment Amount: [Proposed Amount]
- Payment Due Date: [Proposed Due Date]
- Total Number of Payments: [Total Payments]

I believe this arrangement would allow me to fulfill my obligation while maintaining my financial stability. I appreciate your understanding and consideration of my situation.

Please let me know if you are willing to accept this proposal or if we can discuss alternative arrangements that may be acceptable.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Phone Number]

[Your Email Address]