

Request for Cooperative Repayment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a cooperative repayment arrangement regarding my outstanding balance of [insert amount] with [Company/Organization Name]. Due to [briefly explain your situation, e.g., unexpected financial hardship, medical expenses, etc.], I am currently unable to meet the original payment terms.

I value my relationship with [Company/Organization Name] and wish to fulfill my commitment. Therefore, I propose an alternative repayment schedule of [insert proposed payment terms, e.g., monthly payments, specific amount, etc.]. I believe this arrangement will allow me to manage my financial obligations more effectively while ensuring your organization receives the funds owed.

I appreciate your understanding and consideration of my request. Please let me know if we could discuss this matter further or if you require any additional information from my end.

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

Sincerely,

[Your Name]