

Structured Payment Arrangement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a structured payment arrangement concerning my outstanding balance of [Insert Amount]. Due to [briefly explain your circumstances], I am unable to pay the full amount at this time.

To resolve this matter, I would like to suggest the following payment plan:

- Amount of each installment: [Insert Amount]
- Frequency of payments: [e.g., Monthly, Bi-weekly]
- Start date of payments: [Insert Date]
- Total number of payments: [Insert Number]

I believe this arrangement will allow me to meet my obligations without further financial strain. Please let me know if you find this proposal agreeable or if there are any changes you would suggest.

Thank you for your time and understanding. I look forward to your response.

Sincerely,

[Your Name]