

Subject: Request for Installment Payment Arrangement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally request a payment arrangement concerning my outstanding debt with your organization, account number [Your Account Number]. Due to [briefly explain your situation, e.g., job loss, medical emergency], I am currently unable to meet my financial obligations as originally scheduled.

I wish to propose an installment payment plan that will allow me to settle my debt while managing my current financial situation. I can commit to making monthly payments of [Proposed Amount] starting from [Proposed Start Date]. This arrangement will help me avoid further financial distress and ensure that my obligations are met responsibly.

I appreciate your understanding and consideration in this matter. I believe that this arrangement will be beneficial for both parties. Please feel free to contact me at your convenience to discuss this proposal or any alternative options that may be available.

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

Sincerely,
[Your Name]