

# Agreement to Address Account Debt with Partial Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally propose an agreement regarding my account debt with the account number [Insert Account Number]. Due to unforeseen circumstances, I am currently unable to pay the full balance owed. However, I am committed to resolving this matter.

I propose to make a partial payment of [Insert Amount] on [Insert Date]. After this payment, I would like to discuss a plan for the remaining balance. I believe this arrangement will enable me to settle my debt while alleviating some financial pressure.

Please let me know if you are willing to accept this proposal. I look forward to your reply and hope we can reach a mutually beneficial agreement.

Thank you for your understanding.

Sincerely,

[Your Name]