

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my account, [Account Number], which currently has outstanding dues of [Total Amount Due]. Due to unforeseen financial circumstances, I am unable to pay the full amount at this time.

To demonstrate my commitment to resolving this matter, I would like to offer a partial payment of [Proposed Partial Payment Amount] towards my outstanding balance. I believe this partial payment will reflect my intention to settle the account and allow us to work together towards a resolution.

I kindly request your consideration of this offer and would appreciate any guidance on how we can move forward with this arrangement. I am hopeful that we can agree on a plan that works for both of us.

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

Sincerely,

[Your Name]