

Partial Payment Proposal for Outstanding Account

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my outstanding account with [Recipient's Company]. Due to [brief explanation of circumstances], I am currently unable to settle the full amount owed.

However, I would like to propose a partial payment plan to address this matter. I am able to make an initial payment of [insert amount] by [insert date], followed by subsequent payments of [insert payment amount] each month until the balance is satisfied.

I believe this plan will help me manage my financial obligations and ensure that I remain a valued customer of [Recipient's Company]. I appreciate your understanding and flexibility in this matter.

Please let me know if this proposal is acceptable or if there are any alternative arrangements we could consider. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]