

Request for Acceptance of Partial Payment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your acceptance of a partial payment agreement regarding my outstanding balance of [insert amount] owed to [Company/Organization Name]. As per our previous discussions, I am unable to pay the full amount at this time due to [briefly explain your situation].

To resolve this matter, I propose to make a partial payment of [insert proposed payment amount] by [insert date]. Following this payment, I would like to arrange to pay the remaining balance of [insert remaining amount] in installments of [insert installment amount] at intervals of [insert frequency of payments] until the balance is cleared.

I believe this agreement will allow me to manage my financial obligations while maintaining my commitment to settle the outstanding balance. I kindly ask for your understanding and consideration in accepting this proposal.

Thank you for your attention to this matter. I look forward to your positive response and hope we can come to a mutual agreement that suits both parties.

Sincerely,

[Your Name]