

Payment Plan Agreement Request

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a payment plan agreement regarding my outstanding balance of [amount]. Due to [brief explanation of your situation, e.g., financial difficulties, unexpected expenses], I am unable to pay the full amount at this time.

I would like to propose a payment plan wherein I would make monthly payments of [proposed amount] starting on [start date] over the course of [duration]. I believe this plan will allow me to meet my obligations while also maintaining my financial stability.

Please let me know if we can agree on this payment arrangement or if you would like to discuss other options. I am hopeful that we can reach an agreement that works for both parties.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]