

Request for Alternative Installment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an alternative installment plan for my account [Account Number or Reference]. Due to [briefly explain your situation, e.g., financial difficulties, medical expenses], I am unable to adhere to the current payment structure.

To manage my obligations more effectively, I would like to propose the following alternative payment plan:

- Proposed Amount: [Insert Amount]
- Proposed Payment Frequency: [e.g., Weekly, Bi-weekly, Monthly]
- Duration of the Plan: [Insert Duration]

I believe this proposal could provide a sustainable way for me to fulfill my financial responsibilities without undue hardship. I appreciate your consideration of my request and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]