

Request for Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss my current payment situation regarding [specify account or obligation, e.g., invoice number, loan, etc.]. Due to [briefly explain your situation, e.g., unexpected expenses, temporary financial hardship], I am unable to meet the agreed payment terms.

I kindly request your assistance in arranging a more manageable payment plan. I propose the following terms for your consideration: [outline proposed payment terms, e.g., reduced payments, extended period, etc.].

I appreciate your understanding and support during this challenging time. Please let me know if we can discuss this matter further; I am willing to provide any necessary documentation or information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]