

Payment Arrangement Proposal

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose a payment arrangement regarding the outstanding balance on my account.

Due to [brief explanation of your situation], I am currently unable to make the full payment of [amount owed] by the original due date of [original due date]. Therefore, I would like to propose a payment plan offering the following terms:

- Initial payment of [initial payment amount] by [initial payment date]
- Subsequent payments of [payment amount] due on [due date each month] until the balance is paid in full
- Final payment to be made by [final payment date]

I believe this arrangement will allow me to meet my obligations while also maintaining a good standing with [Company/Organization Name]. I am committed to resolving this matter as swiftly as possible and appreciate your understanding and consideration.

Thank you for your time. I look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] to discuss this proposal further.

Sincerely,

[Your Name]