

# Alternative Payment Arrangement Request

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my current financial situation and to request an alternative payment arrangement for my account ([Account Number]). Due to [briefly explain your circumstances, e.g., unexpected medical expenses, loss of income], I am facing challenges in meeting my regular payment obligations.

In light of this, I would like to propose a payment arrangement that would better suit my current financial situation. I suggest [provide your proposed payment plan, e.g., a reduced monthly payment amount, payment extension, etc.]. I believe this adjustment will allow me to manage my obligations more effectively while still fulfilling my responsibilities towards my account.

I appreciate your understanding and consideration of my request. I am hopeful for a positive response so that we can ensure continued communication and resolve this matter amicably. Please feel free to contact me at your earliest convenience to discuss this proposal further.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]