

Letter of Flexible Payment Arrangement

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. We understand that circumstances may arise that can affect your ability to meet your financial obligations. In light of this, we are willing to offer a flexible payment arrangement to assist you during this period.

Details of the Payment Arrangement:

- Current Balance: [Insert Current Balance]
- Proposed Monthly Payment: [Insert Proposed Amount]
- Payment Due Date: [Insert Due Date]
- Duration of the Arrangement: [Insert Duration]

Please review the proposed arrangement and feel free to reach out if you have any questions or need further assistance. We are committed to working with you to find a solution that fits your needs.

To confirm your acceptance of this arrangement, please sign and return a copy of this letter by [Response Due Date].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Contact Information]