

# Payment Arrangement Proposal

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a payment arrangement regarding my outstanding balance of [Insert Amount]. Due to unforeseen circumstances, I am currently experiencing financial difficulties and would like to request your understanding and assistance in this matter.

Proposed Payment Plan:

- Initial Payment: [Insert Amount] due on [Insert Date]
- Subsequent Payments: [Insert Amount] due on a [Monthly/Biweekly] basis until the balance is paid in full.

I believe this arrangement will allow me to fulfill my obligation while also ensuring your interests are protected. I appreciate your consideration and am open to discussing any adjustments you may require.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip]

[Your Phone Number]

[Your Email Address]