

# Payment Arrangement Proposal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

## Re: Charge-Off Account Payment Arrangement

Dear [Creditor's Name or Collections Manager],

I am writing regarding my account with the number [Account Number], which has been charged off. I acknowledge my responsibility for the outstanding balance and am seeking to establish a payment arrangement to resolve this matter.

Due to [brief explanation of financial hardship], I am currently unable to pay the full amount. However, I would like to propose a payment arrangement as follows:

- Monthly Payment Amount: \$[Proposed Amount]
- Payment Start Date: [Insert Date]
- Duration of Payments: [Insert Duration]

I believe this arrangement will allow me to pay off my debt while also meeting my current financial obligations. I kindly ask you to consider this proposal and contact me at your earliest convenience to discuss the terms.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]