

Partial Payment Arrangement Agreement

Date: [Insert Date]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formalize my request for a partial payment arrangement regarding my outstanding balance of [insert amount owed] as account number [insert account number]. Due to [briefly explain your financial situation], I am unable to pay the full amount at this time.

I propose the following payment plan:

- Initial Payment: [Insert amount] due on [Insert date]
- Subsequent Payments: [Insert amount] payable on [Insert schedule, e.g., bi-weekly, monthly]
- Duration of Arrangement: [Insert Duration]

I appreciate your understanding and assistance in this matter. I am committed to fulfilling my obligation, and this arrangement will enable me to do so. Please let me know if this proposal is acceptable or if we need to discuss an alternative plan.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]