

Payment Plan Request for Overdue Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss my overdue balance with your company. Due to unforeseen circumstances, I have been unable to settle the outstanding amount of [Amount Due] which was due on [Due Date].

To avoid any further complications or penalties, I would like to propose a payment plan. I am committed to resolving this matter as quickly as possible, and I believe a structured payment plan would be beneficial for both parties.

Here is a proposed payment plan:

- Initial Payment: [Amount] due by [Date]
- Subsequent Payments: [Amount] due [monthly/bi-weekly] by [Date]
- Total Duration: [Duration, e.g., 3 months]

I hope that you will consider my request. I am eager to make the necessary payments and maintain a good relationship with your company. Please let me know if you would be open to discussing this plan further or if you have any suggestions.

Thank you for your understanding.

Sincerely,

[Your Name]