

Request for Delayed Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a delayed payment arrangement for my outstanding balance with [Company's Name]. Due to [briefly explain reason, e.g., unforeseen circumstances], I am currently unable to fulfill my payment obligations by the original due date of [insert date].

I would greatly appreciate your understanding and support in allowing me to extend my payment deadline. I propose to make payments of [insert proposed amount] starting on [insert proposed start date] until the balance is settled. I believe this adjustment will enable me to manage my financial situation more effectively.

Thank you for considering my request. I look forward to your favorable response and am happy to discuss this matter further at your convenience.

Sincerely,

[Your Name]