

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss a monthly payment arrangement regarding my outstanding balance with your company.

Due to [brief reason for request, e.g., unforeseen circumstances], I am unable to make the full payment at this time. However, I would like to propose a monthly payment plan to settle the balance of [total amount owed] over a period of [number of months]. I believe this will allow me to meet my obligations while also ensuring that your company receives the payments in a timely manner.

My proposed payment schedule is as follows:

- Payment Amount: [amount]
- Payment Due Date: [date of each month]
- Start Date: [start month, year]

Please let me know if this arrangement is acceptable or if there are any adjustments you would prefer. I am committed to resolving this matter and appreciate your understanding.

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

Sincerely,
[Your Name]