

# Payment Arrangement Request

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss the current payment situation regarding our account with you, [Account Number or Reference]. Due to unforeseen circumstances, we are experiencing temporary cash flow issues.

We value our relationship with your company and wish to maintain our good standing. Therefore, I would like to propose a payment arrangement that should allow us to settle our outstanding balance in a timely manner.

We propose the following payment schedule:

- Payment 1: [Amount] due on [Date]
- Payment 2: [Amount] due on [Date]
- Payment 3: [Amount] due on [Date]

We are committed to fulfilling this agreement and ensuring that all payments are made on time. Thank you for your understanding and support in this matter. Please let me know if you would like to discuss this further or if alternative arrangements need to be considered.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]