

# Payment Plan Request for Credit Card Debt

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Credit Card Company Name],

I am writing to request a payment plan for my credit card debt associated with account number [Your Account Number]. Due to [brief explanation of your financial situation], I am currently unable to meet the payment obligations on my account.

To manage my financial situation responsibly, I would like to propose a payment plan that includes monthly payments of [proposed amount] over [proposed time period]. I believe this will allow me to repay the balance while also maintaining my other financial obligations.

Please let me know if we can arrange a plan that works for both parties. I appreciate your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]