

# Deferred Payment Arrangement

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 formally request a deferred payment arrangement regarding my account ([Account Number]) due to [brief explanation of circumstances, e.g., financial difficulties, unforeseen circumstances].

After careful consideration, I propose the following payment plan:

- Total amount due: [Total Amount]
- Proposed deferred payment schedule: [Outline the proposed terms, e.g., payments of [Amount] every [Time Period]]

I believe this arrangement will enable me to meet my obligations while ensuring continued communication regarding my financial situation.

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

Sincerely,

[Your Name]