

Payment Plan Negotiation Letter

Date: [Insert Date]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to discuss my current payment obligations towards my account ([Account Number]) with [Company Name]. Due to [brief explanation of your situation, e.g., "unexpected medical expenses"], I am experiencing financial difficulties that have made it challenging to meet my current payment plan.

In light of this situation, I would like to propose the following payment plan: [Detail your proposed payment plan, e.g., "\$100 per month for the next six months"]. I believe this will allow me to manage my financial responsibilities while ensuring that you receive consistent payments.

I appreciate your understanding and consideration of this request. I am committed to fulfilling my obligations and would be grateful if we could come to an agreement that works for both parties. Please let me know if you require any additional information or documentation to support my proposal.

Thank you for your time and attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]