

Payment Plan Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip]

Email Address: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Collection Agency Name: [Collection Agency Name]

Collection Agency Address: [Collection Agency Address]

City, State, Zip Code: [Collection Agency City, State, Zip]

Dear [Collection Agency Contact],

I am writing to formally request a payment plan for the loan that has been transferred to your agency. Due to unforeseen circumstances, I am currently unable to fulfill the original payment terms.

The account number associated with my loan is [Account Number]. I would like to propose a payment plan that allows me to pay [Proposed Amount] per month for [Proposed Duration] months.

I appreciate your understanding and cooperation in this matter. I look forward to discussing this proposed plan with you at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]