

Payment Arrangement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a payment arrangement concerning my outstanding balance of [Insert Amount]. Due to [brief explanation of your situation], I am currently facing difficulties in making the full payment.

I would like to propose the following payment arrangement:

- Initial payment of [Insert Amount] due by [Insert Date]
- Subsequent monthly payments of [Insert Amount] to begin on [Insert Date]
- Final payment due by [Insert Date]

I believe this arrangement would allow me to meet my obligations while ensuring you receive the payment in a timely manner. I truly value our relationship and am committed to resolving this matter.

Thank you for considering my proposal. I am hopeful for a positive response and am willing to discuss this matter at your earliest convenience.

Sincerely,

[Your Name]