

Payment Arrangement Request

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

We hope this message finds you well. We are writing to discuss your outstanding balance of [Insert Amount] with us. We understand that financial difficulties can arise, and we would like to work with you to create a manageable payment arrangement.

To help you meet this obligation, we propose the following payment plan:

- Initial payment of [Insert Amount] due by [Insert Date]
- Subsequent payments of [Insert Amount] due on a [weekly/monthly] basis until the balance is settled.

Please let us know if this arrangement works for you or if there are adjustments you would like to propose. We believe it is in both of our interests to resolve this matter amicably.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]