

Request for Alternate Payment Arrangement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an alternate payment arrangement regarding my account [Account Number]. Due to [brief explanation of your circumstances, e.g., financial hardship, unexpected expenses], I am unable to meet the current payment schedule.

I would like to propose the following alternate payment plan: [insert your proposal, e.g., reduced monthly payments, extended payment period]. I believe this arrangement will allow me to continue fulfilling my obligations while managing my financial situation effectively.

I understand the importance of timely payments and appreciate your consideration of my request. I am committed to maintaining communication throughout this process and will inform you of any changes to my situation.

Thank you for your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]