

Application for Structured Payment Schedule

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a structured payment schedule for my outstanding balance/account number [Insert Account Number]. Due to [briefly explain your reason, e.g., unforeseen circumstances, financial difficulties], I am unable to make the payment in full at this time.

I would greatly appreciate your consideration to allow me to settle the amount due through a structured payment plan. I propose to make payments of [Insert Amount] on a [weekly/monthly] basis starting from [Insert Start Date] until the balance is settled.

Please let me know if this can be accommodated or if we need to discuss alternative arrangements. I am eager to resolve this matter amicably and maintain a good relationship with [Company/Organization Name].

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]