

Payment Arrangement Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Proposal for Manageable Payment Arrangement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a manageable payment arrangement regarding my outstanding balance of [insert amount]. Due to [briefly explain your situation], I am unable to fulfill the current payment terms.

To ensure that I can meet my obligations while also addressing my financial situation, I propose the following payment plan:

- Initial Payment: [Insert Amount] due by [Insert Date]
- Monthly Payments: [Insert Amount] for [Insert Duration] months, commencing on [Insert Start Date]
- Final Payment: [Insert Amount] due by [Insert Final Deadline]

I believe this arrangement will allow me to manage my finances better and keep me in good standing with you. I am committed to meeting these revised terms and appreciate your understanding and consideration in this matter.

Please let me know if this proposal is acceptable or if we can discuss any modifications that may work better for both parties.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]