

Request for Flexible Payment Plan Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a flexible payment plan regarding my account [Account Number or Reference]. Due to unforeseen circumstances, I am facing financial difficulties and am unable to make my regular payments.

I kindly ask if you could consider allowing me to establish a more manageable payment plan over the next few months. I am hopeful that with this arrangement, I will be able to fulfill my obligations in a timely manner.

Please let me know if there are any forms or further details needed to facilitate this request. I genuinely appreciate your understanding and support during this time.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]