

# Request for Payment Plan Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Collector's Name]

[Collector's Company]

[Company Address]

[City, State, Zip Code]

Dear [Collector's Name],

I hope this message finds you well. I am writing to discuss the outstanding debt I have with your company, account number [Insert Account Number]. Due to unforeseen circumstances, I am currently facing financial difficulties that impede my ability to pay this debt in full.

In light of my situation, I would like to request a payment plan arrangement that would allow me to settle this debt in manageable installments. I believe that a payment plan would benefit both parties and help facilitate a resolution.

I propose to pay [Insert Amount] per month for [Insert Duration]. I hope this offer is acceptable and would be willing to discuss any adjustments that you may require.

Thank you for considering my request. I look forward to your prompt response so we can reach an agreement that works for both of us.

Sincerely,

[Your Name]