

# Request for Payment Plan on Disputed Charges

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company 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 payment plan for the disputed charges on my account, number [Account Number]. After reviewing my recent billing statement, I noticed several discrepancies that I believe need to be resolved.

To avoid any disruption and to resolve this matter amicably, I kindly ask for the opportunity to discuss a payment plan that accommodates the disputed amount while we investigate these charges further. I am committed to fulfilling my financial obligations and would appreciate your cooperation in this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]