

Payment Arrangement Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to address the outstanding balance on my account, which is currently past due. I acknowledge my responsibility for this payment and wish to propose a payment arrangement to resolve this matter.

Due to [brief explanation of circumstances], I am unable to pay the full amount at this time. Therefore, I would like to propose the following payment arrangement:

- Total Amount Due: \$[Insert Amount]
- Proposed Payment Plan: [Insert Monthly Payment Amount] per month
- Proposed Start Date: [Insert Date]
- Duration: [Insert Duration, e.g., "6 months"]

I am committed to fulfilling this payment arrangement and believe this plan will be mutually beneficial. Please let me know if you are in agreement with this proposal or if there are any adjustments you would like to discuss.

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

Sincerely,

[Your Name]
[Your Contact Information]