

Request for Payment Plan

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss our current outstanding balance with your company. We sincerely appreciate the services and products you have provided us over the years. However, due to unforeseen circumstances, we are currently experiencing some financial difficulties.

In light of this, we would like to request a payment plan to settle our existing debt of [insert amount]. We propose to pay this amount in installments of [insert proposed amount] over the next [insert duration]. We believe this arrangement will allow us to maintain our obligations while ensuring a sustainable business relationship.

We value our partnership and are committed to fulfilling our obligations. We would appreciate your consideration of this request and look forward to discussing this matter further. Please let us know a suitable time to meet or have a call to finalize the details.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]