

Credit Card Payment Arrangement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a payment arrangement regarding my credit card account with [Credit Card Company Name], account number ending in [last four digits]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, job loss, etc.], I am currently unable to meet my regular payment obligations.

To address this situation, I would like to propose a revised payment schedule as follows:

- Monthly Payment Amount: [Amount]
- Payment Frequency: [bi-weekly/monthly]
- Start Date: [Proposed Start Date]
- Duration: [Number of Months or Until Resolved]

I believe that this arrangement will allow me to manage my finances better while ensuring that I remain committed to paying off my balance. I kindly request your consideration and support in this matter.

Thank you for your understanding and attention to this proposal. I look forward to your response and hope we can work together to find an amicable solution.

Sincerely,

[Your Name]