

Credit Card Payment Plan Request

Date: _____

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Customer Service Department
Name of Credit Card Company
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to request a payment plan for my credit card account, with the account number ending in ****. Due to unforeseen circumstances, I am currently facing financial difficulties and would greatly appreciate your assistance in setting up a flexible payment plan to help me manage my balance.

My current balance stands at \$_____, and I would like to propose a payment plan that would allow me to pay this amount over a period of _____ months. I believe that this arrangement would enable me to meet my financial commitments while ensuring timely payments.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
Your Name