

Request for Monthly Insurance Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, ZIP Code]

Dear [Insurance Representative's Name],

I hope this letter finds you well. I am writing to formally request a monthly payment arrangement for my insurance policy [Policy Number]. Due to [brief explanation of your situation], I am currently facing difficulties making a lump sum payment.

I believe that setting up a monthly payment plan will allow me to meet my financial obligations while maintaining my coverage. I would like to propose a payment schedule of [specific amount] per month, starting on [desired start date].

Thank you for considering my request. I appreciate your understanding and look forward to your positive response.

Sincerely,

[Your Name]