

# Payment Plan Request for Outstanding Debt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally request a payment plan for the outstanding debt I owe of [amount owed]. Due to [brief explanation of your financial situation], I am currently unable to pay the entire amount at once.

To manage my financial obligations more effectively, I propose a payment plan of [proposed monthly payment] over [duration of repayment]. I am committed to resolving this matter and believe that this plan will enable me to fulfill my responsibilities without causing further financial strain.

I kindly ask for your consideration of this request and look forward to your response. Please feel free to reach me at [your phone number] or [your email] to discuss this proposal further.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]