

Payment Arrangement Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a payment arrangement for the outstanding balance of \$[Insert Amount]. Due to [brief explanation of circumstances], I am unable to pay the total amount in one go.

I would like to suggest a divided payment plan as follows:

- First payment of \$[Amount] due on [Date]
- Second payment of \$[Amount] due on [Date]
- Final payment of \$[Amount] due on [Date]

By accepting this proposal, we can ensure that I meet my obligations while managing my financial situation more effectively.

Please let me know if you agree to this arrangement or if you'd like to discuss it further. I appreciate your understanding and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]