

Deferred Payment Arrangement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss a personalized deferred payment arrangement regarding your account with us.

We understand that circumstances can sometimes make it difficult to meet payment deadlines. Therefore, we would like to offer you a deferred payment plan that can ease your financial burden.

Proposed Payment Details:

- Total Amount Due: \$[Amount]
- Deferred Payment Period: [Start Date] to [End Date]
- Monthly Payment Amount: \$[Monthly Amount]
- First Payment Due: [First Payment Date]

Please review the proposed arrangement and let us know if it meets your needs. If you have any adjustments or require further assistance, do not hesitate to reach out.

We value your business and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Phone Number]