

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Repayment Arrangement for Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to discuss the current overdrawn balance on my account, which stands at \$[Total Amount Owed].

Due to [briefly mention reason, e.g., unexpected financial hardship / illness / job loss], I am currently unable to pay the full balance in one installment. However, I am committed to clearing this debt and would like to propose a formal repayment arrangement.

I propose to pay \$[Amount] per [Week/Month], starting on [Start Date]. I intend to maintain these payments until the total outstanding balance is cleared.

While this repayment plan is in place, I kindly request that you consider freezing any further interest charges or late fees to prevent the debt from increasing and to help me resolve this matter more quickly.

Please let me know if this proposal is acceptable or if there is a specific form you require me to complete. I look forward to your positive response and to resolving this situation.

Sincerely,

[Your Signature]

[Your Printed Name]