

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

Re: Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing this letter to formally request a repayment arrangement for my outstanding payday loan balance. Due to unexpected financial hardship, I am currently unable to pay the full amount of \$[Total Amount Owed] that is due on [Original Due Date].

I am committed to repaying this debt and would like to propose the following payment plan:

- Monthly/Weekly payment amount: \$[Amount you can afford]
- Starting date: [Date of first payment]
- Frequency: [e.g., Every two weeks / Once a month]

I also request that you freeze any further interest charges, late fees, or penalties while I am making these payments to help me clear the balance as quickly as possible.

Please confirm in writing if this proposal is acceptable to you. Once we have reached an agreement, I will begin making payments according to the schedule above. In the meantime, I have revoked my voluntary ACH authorization and ask that you do not attempt to withdraw funds from my bank account automatically.

Thank you for your time and cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]