

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

[Date]

[Name of Contact Person or Department]
[Company Name]
[Company Address]

Re: Account Number [Your Account Number]

Dear [Contact Name],

I am writing to discuss the outstanding balance of \$[Amount] currently due on my account. Due to unexpected financial difficulties, I am unable to pay the full amount at this time.

I value my relationship with [Company Name] and would like to resolve this balance. I am requesting information regarding any payment assistance programs, hardship options, or payment plans that may be available to me.

Specifically, I would like to propose [Option: a monthly payment plan of \$X / a one-time settlement / a temporary extension].

Please let me know what options are available or what documentation you may require to review this request. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]