

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

[Date]

[Recipient Name or Department]  
[Company or Agency Name]  
[Address]  
[City, State, Zip Code]

RE: Account Number: [Your Account Number]  
Total Balance Due: \$[Total Amount]

Dear [Recipient Name],

I am writing regarding the outstanding balance on the above-referenced account. I acknowledge the debt; however, due to [briefly state reason, e.g., financial hardship], I am currently unable to pay the full amount in a single lump sum.

I would like to propose a formal installment agreement to resolve this past due balance. I am offering to pay the debt according to the following schedule:

- **Proposed Monthly Payment:** \$[Amount]
- **Payment Start Date:** [Date]
- **Frequency:** Monthly, on the [Day, e.g., 15th] of each month.

I have enclosed an initial payment of \$[Amount] to demonstrate my commitment to this plan. I request that upon acceptance of this proposal, any further collection actions be suspended and late fees be waived or reduced where possible.

Please provide written confirmation if this payment plan is acceptable to you. If you have a specific agreement form you require me to sign, please send it to the address listed above.

Thank you for your time and for working with me to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]