

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name/Billing Department]

[Company Name]

[Address]

[City, State, Zip Code]

**Re: Payment Plan Proposal for Account Number: [Account Number]**

Dear [Recipient Name or Customer Service],

I am writing regarding the outstanding balance of \$[Total Amount Owed] on my account. Due to unexpected financial circumstances, I am unable to pay the full balance in a single payment at this time.

I value my relationship with [Company Name] and would like to propose a payment plan to clear this debt. I am requesting your approval for the following schedule:

- **Initial Down Payment:** \$[Amount] to be paid on [Date].
- **Installment Amount:** \$[Amount] per month.
- **Frequency:** Paid on the [Day, e.g., 1st or 15th] of each month.
- **Duration:** Until the total balance is paid in full (estimated [Number] months).

I am committed to making these payments on time. I also request that, upon acceptance of this plan, any late fees be waived and no further collection actions be taken against my account.

Please let me know if this arrangement is acceptable or if I need to provide further documentation. You can reach me at [Phone Number] or [Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]