

[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: Counter-Offer for Installment Agreement - Account Number: [Your Account Number]

Dear [Contact Person Name or Collections Department],

I am writing in response to your letter dated [Date of their letter] regarding the proposed installment agreement for my outstanding balance of \$[Total Amount Owed].

I am committed to resolving this debt; however, I am unable to meet the monthly payment of \$[Their Proposed Amount] that you requested. After reviewing my current financial situation and monthly expenses, I would like to propose the following counter-offer:

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

This amount is the maximum I can realistically afford at this time while still meeting my essential living expenses. I have enclosed [Optional: financial statements/pay stubs/a budget summary] to demonstrate my current financial status.

I request that while this agreement is in effect, no further collection actions be taken and that any additional interest or late fees be waived or reduced to help me satisfy the debt more quickly.

Please let me know if this proposal is acceptable. I look forward to receiving a written confirmation of our agreement. Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]