

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

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Account Number [Your Account Number]

Dear [Contact Person Name or Billing Department],

I am writing to propose a formal payment plan to resolve the outstanding balance of \$[Total Amount Owed] on my account.

Due to my current financial situation, I would like to request a bi-weekly payment schedule. I propose to make payments in the amount of \$[Amount per Payment] every two weeks until the balance is paid in full.

My proposed payment schedule is as follows:

- First Payment Date: [Date]
- Payment Amount: \$[Amount]
- Frequency: Every two weeks (Bi-weekly)

I am committed to clearing this debt and ask that you temporarily suspend any late fees or collection actions while I adhere to this schedule. Please let me know if this arrangement is acceptable or if there is a specific form I need to complete to finalize this agreement.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]