

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

[Date]

[Creditor Name]
[Creditor Address]
[City, State, Zip Code]

RE: Account Number [Your Account Number]

Dear [Contact Person or Department Name],

I am writing to formally propose a repayment plan for my outstanding balance of \$[Total Amount Owed]. Due to my current financial situation, I would like to request to pay this debt in bi-weekly installments.

I propose to make payments of \$[Installment Amount] 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: Bi-weekly (Every two weeks)

I am committed to clearing this debt and believe this schedule will allow me to remain consistent with my payments. Please let me know if this arrangement is acceptable or if I need to provide further documentation.

I look forward to your written confirmation of this agreement.

Sincerely,

[Your Signature]

[Your Printed Name]