

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

[Date]

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

RE: Account Number: [Your Account Number]

Dear [Contact Person or Collections Department],

I am writing regarding the above-referenced account which is currently in default. I acknowledge my financial obligation and am committed to resolving this balance.

Due to my current financial situation, I am unable to pay the full balance of \$[Total Amount Owed] at this time. I would like to propose a monthly installment plan to settle this debt.

I propose to pay \$[Monthly Amount] per month, starting on [Start Date]. I intend to make these payments on the [Day of the Month, e.g., 15th] of each month until the balance is paid in full.

I request that, upon acceptance of this payment plan, you cease all further collection actions and report this account as "Current" or "Paying as Agreed" to the credit bureaus.

Please confirm in writing if this proposal is acceptable to you. Once I receive your written confirmation, I will send my first payment immediately.

Thank you for your cooperation and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]