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

[Date]

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

Subject: Inquiry Regarding Past Due Account - [Account Number]

Dear [Recipient Name],

I am writing to follow up on my account mentioned above, which is currently past due. I am aware of the outstanding balance of $[Amount] and am contacting you to express my commitment to resolving this debt.

I would like to propose a "Good Faith Payment" to demonstrate my intent to pay. I am prepared to make an immediate payment of $[Amount] by [Date]. Following this, I would like to discuss a formal payment plan to settle the remaining balance.

Please let me know if this initial payment is acceptable and what steps I need to take to formalize a repayment schedule. I value my relationship with [Company Name] and hope to bring this account back into good standing as soon as possible.

Thank you for your time and cooperation. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]