[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Payment Plan Agreement**

Dear [Recipient’s Name],

We are writing to discuss the possibility of establishing a payment plan to address the outstanding balance on [INVOICE NUMBER/ACCOUNT NAME], totaling [AMOUNT DUE]. We understand that circumstances may sometimes make a single payment challenging and are committed to working with you to find a manageable solution.

**Proposed Payment Plan**

We propose the following terms for the payment plan:

* **Initial Payment Amount**: [AMOUNT]
* **Subsequent Installments**: [*Frequency, e.g., monthly*] at [*Amount per Installment*]
* **Payment Start Date**: [DATE]
* **Duration**: [*NUMBER OF PAYMENTS/TIMEFRAME*]

This arrangement will allow for a gradual settlement of the outstanding amount while ensuring your account remains in good standing.

Next Steps

If you agree with the proposed terms, please confirm by [DATE] so we can formalize the arrangement. Alternatively, if you have a different proposal, we are open to discussing adjustments to meet your needs.

Please direct any questions or responses to [Name, Title], at [Email Address/Phone Number].

We value your relationship with [COMPANY NAME] and look forward to resolving this matter amicably.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]