

Heartfelt Payment Plan Request

Subject: Request for Payment Plan Arrangement

Dear [Creditor's Name],

I hope this message finds you well. I am writing to discuss my outstanding balance of \$[Amount] and to request your consideration for a payment plan arrangement.

Due to unexpected financial hardship caused by [brief explanation], I am currently unable to make the full payment by the original due date of [Date]. However, I am committed to fulfilling my obligation and maintaining a positive relationship with your organization.

I propose the following payment schedule:

- Initial payment of \$[Amount] on [Date]
- Monthly payments of \$[Amount] for [number] months
- Final payment of \$[Amount] on [Date]

I understand this may not be your standard policy, but I would greatly appreciate your flexibility during this challenging time. I am willing to provide documentation of my financial situation if required.

Please let me know if this arrangement is acceptable or if you would like to discuss alternative terms.

With gratitude,

[Your Name]

[Contact Information]

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