

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

[Date]

[Attorney Name or Firm Name]
[Law Firm Address]
[City, State, Zip Code]

RE: Payment Plan Proposal for Account #[Account Number / Case Number]

Dear [Name of Attorney or Billing Manager],

I am writing to you regarding the outstanding balance of \$[Total Amount Owed] for legal services provided. I value the work you have performed on my behalf; however, due to [mention brief reason, e.g., unexpected financial hardship], I am currently unable to pay the full balance in one lump sum.

I would like to propose a monthly payment plan to ensure that the debt is paid in full. I am prepared to offer the following terms:

- **Initial Down Payment:** \$[Amount] to be paid by [Date].
- **Monthly Installments:** \$[Amount] per month.
- **Payment Date:** Payments will be made on the [Day, e.g., 1st or 15th] of each month.
- **Duration:** Payments will continue until the total balance is satisfied.

I am committed to resolving this debt and hope that these terms are acceptable to your firm. Please let me know if this proposal is agreeable, or if there is a specific form you require me to sign to formalize this arrangement.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]