

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

[Date]

[Creditor Name]  
[Attention: Billing Department]  
[Creditor Address]  
[City, State, Zip Code]

**RE: Account Number: [Your Account Number]**

Dear [Contact Person or Department Name],

I am writing this letter to express my commitment to repaying the outstanding balance of \$[Total Amount Owed] on the above-referenced account. Due to unexpected financial difficulties, I am currently unable to pay the full balance in a single lump sum.

I would like to propose a good faith installment payment plan to resolve this debt. I am offering to make monthly payments of \$[Amount] starting on [Start Date]. I intend to continue these payments on the [Day of Month] of each month until the balance is paid in full.

Enclosed is my first payment of \$[Amount] as a demonstration of my good faith and sincerity in resolving this matter.

I request that you accept this proposal and, in return, agree to waive any further late fees or penalties while I am making these consistent payments. Please send a written confirmation if this arrangement is acceptable to you, or contact me if we need to discuss alternative terms.

Thank you for your time and for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [Check/Money Order Number]