

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

[Date]

[Name of Contact Person, if known]
[Name of Creditor or Collection Agency]
[Address]
[City, State, Zip Code]

Re: Account Number [Your Account Number]

Dear [Contact Person Name or Customer Service Department],

I am writing regarding the above-referenced account, which is currently in default. I would like to settle this debt, but I am currently experiencing financial hardship and am unable to pay the full balance of \$[Total Amount Owed] at this time.

I would like to propose a monthly payment plan that fits my current financial situation. I am prepared to offer payments of \$[Amount] per month, starting on [Date of First Payment]. I propose that these payments continue until the balance is paid in full or until we reach a mutually agreed-upon settlement amount.

In exchange for entering into this payment plan, I request that you:

- Stop all collection calls and correspondence.
- Waive any future late fees or interest charges.
- Update my credit report to show the account status as "Current" or "Paying as Agreed" once the plan is active.

Please let me know if this proposal is acceptable to you. If you agree to these terms, please send me a written agreement confirming the details of our arrangement. Once I receive the written confirmation, I will issue my first payment immediately.

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

Sincerely,

[Your Signature]

[Your Printed Name]