

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Law Firm Name]
[Attorney Name or Billing Department]
[Firm Address]

RE: Outstanding Balance for Account/Invoice Number: [Invoice Number]

Dear [Name of Contact Person],

I am writing regarding the outstanding balance of \$[Total Amount Owed] for legal services provided by your firm. I value the services rendered, but I am currently experiencing financial difficulties that prevent me from paying the full amount in one lump sum.

I would like to propose the following repayment plan to settle this debt:

- **Initial Payment:** I will make an immediate payment of \$[Amount] by [Date].
- **Installment Amount:** I propose to pay \$[Amount] per month.
- **Payment Schedule:** Payments will be made on the [Day, e.g., 1st or 15th] of each month.
- **Duration:** These payments will continue until the balance is paid in full, starting on [Start Date].

I am committed to fulfilling this obligation and hope that this proposal is acceptable to your firm. Please let me know if this plan is agreeable or if we need to discuss alternative terms. I would appreciate a written confirmation of our agreement.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]