*……..{date}*

*……..{lender’s name/ lender company's representative}*

*……..{ lender company's name}*

*……..{lender company's address}*

*……..{lender company's phone number}*

RE: Instalment Payment Plan Request

Dear Ms/Mr. *………...*:

The purpose of this letter is to explore the possibility of working out a payment plan concerning my/our account # *………...*.

As you are aware I/We have recently set up our business and am/are facing liquidity shortage. Therefore, I/We request you to accept a monthly payment of Rs.……... (Rupees ……... ) for the next *……..* months instead of current repayment scheme ………*{current repayment scheme}*

I/We would consider any alternative debt-repayment plan from you that could pay off my/our obligation in an affordable manner.

Please feel free to contact me/us so that we can discuss this further and find a mutually acceptable solution that would be beneficial for both of us.

Thanking you,

Most Sincerely,

*……..{borrower’s name/ borrower company's representative}*

*……..{borrower company's name}*

*……..{borrower company's address}*

*……..{borrower company's phone number}*

*……..{borrower company's email}*