

Professional letter offering payment arrangement

Subject: Payment Arrangement for Account [Account Number]

Dear [Customer Name],

We noticed that your account [Account Number] currently has an overdue balance of [Amount]. We understand that financial difficulties can arise and are willing to offer a structured payment plan to help you clear your balance.

Please contact us by [Date] to discuss and arrange a suitable schedule. Timely communication will help prevent additional fees or account restrictions.

Sincerely,

[Bank Officer Name]

[Bank Name]

[Contact Information]

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