

Debtor, Partial Payment on Account

Date:

Dear Sir or Madam:

I have received your demand for payment regarding: _____.

Enclosed is a payment of \$0.00 to be applied to the balance and in partial satisfaction of your claim. I apologize for not being able to make the entire payment today because of financial circumstances beyond my control. However, I wanted to get off this partial payment immediately to demonstrate my commitment to discharging this debt.

Rather than wait to put a whole plan together, I sent this payment today. Next week, or shortly thereafter, I will forward you my next payment along with a plan to discharge the entire balance.

Thank you in advance for working with me so we can both get this matter dealt with as promptly and expeditiously as possible.

Best regards,

Debtor

Enclosure: Check & Bill

Debtor, Partial Payment on Account Review List

This review list is provided to inform you about the document in question and assist you in its preparation. If you intend to make full payment with out objection, you are usually best off to make at least the first payment prior to negotiating terms with the creditor. In fact, there is a strong argument that you should make several payments and wait for them to contact you if they wish to accelerate the process. Many credit managers will let the matter slide if you make a reasonable effort to discharge the debt. Some will contact you. Others will be happy to see you are in the paying habit and will not disturb your own self-administered payment plan.