



# Partial Payment Templates

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April\_\_\_\_, 2020

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## Name and Address of Service Provider

Account No:\_\_\_\_\_

Ladies and Gentlemen:

As you are aware, we are in a national emergency as a result of COVID-19. In accordance with the guidance of federal and state authorities we have closed the doors to our studio. We do not know when the emergency will be lifted and whether we will be able to remain in business.

We have been working hard to manage all of our obligations to our service providers, our creditors and to our community.

## Alternate Paragraphs

### Partial Payment:

We cannot afford to make our monthly payment to you in the amount of \$\_\_\_\_\_ for the following services:\_\_\_\_\_.

We are asking you to accept the amount of \$\_\_\_\_\_ as a reduced payment on our account. We would appreciate it if you would not add interest or other charges to the account as a result of our late payment.

### No Payment:

We are advising you that we are forced to suspend all payments on our account. We would appreciate it if you would not add interest or other charges to the account as a result of our inability to pay.

When the emergency resolves and we are able to re-open our business, we will be happy to work with you to prepare a plan to catch-up the payments that we have missed. Please let us know if this arrangement will be acceptable to you.

Regards,

Yoga Studio

For further discussion please contact Senders Position/Senders Name

1-800-000-0000 | email@company.com

Mon-Thu 10:00am-6pm, ED | Friday 10:00am-5:00pm