

Request for Installment Payment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University Name]

[Office of Student Accounts/Financial Aid]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an installment payment plan for my upcoming university tuition fees for the [insert semester/year]. Due to [briefly explain your financial situation, such as unexpected expenses or loss of income], I am unable to pay the full amount due by the deadline.

I propose to make [insert number] installment payments of [insert amount] each, starting on [insert start date]. I believe that this arrangement will allow me to manage my finances more effectively while ensuring that my tuition fees are paid in full.

I appreciate your consideration of my request and am willing to discuss any necessary documentation or further steps to facilitate this process. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]