

Installment Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an installment payment arrangement regarding the outstanding balance on my account, totaling [Total Amount].

To facilitate this process, I would like to suggest dividing the total amount into manageable monthly payments of [Proposed Monthly Payment], starting on [Start Date]. This arrangement would continue until the total balance is cleared by [End Date].

Please let me know if this proposal works for you or if you would like to discuss alternative options. I appreciate your understanding and cooperation in this matter.

Thank you for your consideration.

Sincerely,

[Your Name]