

# Premium Installment Amendment Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to propose an amendment to the current premium installment plan for your account [Account Number/Reference]. Due to [reason for amendment, e.g., changes in financial circumstances, policy adjustments, etc.], we believe that revising the payment structure would be beneficial.

We propose the following adjustments to your premium installments:

- New Premium Amount: [Insert Amount]
- Installment Frequency: [Monthly/Quarterly/Annually]
- Revised Payment Due Date: [Insert Due Date]

These changes aim to provide a more manageable approach to your premium payments while ensuring you continue to receive the coverage you need.

Please let us know if you agree with these proposed amendments or if you would like to discuss this matter further. We are committed to assisting you in any way possible.

Thank you for your attention to this proposal. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]