

Installment Payment Plan Proposal

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to propose an installment payment plan for the outstanding rent balance for [Property Address]. Due to [briefly explain reason, e.g., financial hardship], I am unable to pay the full amount at this time.

In light of this situation, I would like to suggest the following payment plan:

- Total Outstanding Amount: \$[Total Amount]
- Proposed Payment Amount: \$[Amount] per month
- Payment Duration: [Number of Months]
- First Payment Due: [Proposed Start Date]

I believe this plan will allow me to meet my obligations while also providing you with a reliable payment schedule. I am committed to adhering to this agreement and ensuring the timely payments.

Please let me know if you would be willing to discuss this proposal further. I appreciate your understanding and consideration during this challenging time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]