

Installment Payment Plan Agreement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Installment Payment Plan Agreement

I hope this letter finds you well. I am writing to formalize an agreement regarding the repayment of [amount owed] through an installment payment plan. After our recent discussions, I would like to propose the following terms:

- Total Amount Owed: \$[Total Amount]
- Initial Payment: \$[Initial Payment] due by [Due Date]
- Number of Installments: [Number of Installments]
- Monthly Payment Amount: \$[Monthly Payment]
- Payment Due Dates: [List Due Dates]

I assure you that I will adhere to this payment schedule. If there are any changes or issues that arise, I will communicate them promptly.

Please confirm your acceptance of these terms by signing below and returning a copy of this letter. Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Contact Information]

Agreed and Accepted:

[Recipient's Signature]_____ [Date]