

Payment Plan Agreement

Date: **[Insert Date]**

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

We are writing to formalize an agreement regarding the payment plan for the amount owed of **[Insert Amount]**. Below are the terms we both agree to:

Payment Terms

- **Total Amount Owed:** [Insert Amount]
- **Payment Schedule:** Payments of [Insert Amount] due on [Insert Due Dates]
- **Payment Method:** [Specify Payment Method, e.g., check, bank transfer]

Additional Terms

[Include any additional terms or conditions related to the agreement.]

Please sign and return a copy of this agreement to confirm your acceptance of these terms.

Thank you for your cooperation.

Sincerely,

[Your Name]

Signature: _____

Date: _____

Accepted by:

[Recipient Name]

Signature: _____

Date: _____