

Installment Payment Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a new installment payment plan regarding the outstanding balance owed of [Total Amount Due].

Given my current financial circumstances, I would like to propose the following payment plan:

- Total Amount Due: [Total Amount Due]
- Proposed Monthly Payment: [Proposed Monthly Payment]
- Number of Installments: [Number of Installments]
- Proposed Start Date: [Start Date]

I believe that this installment plan will allow me to meet my obligations while ensuring timely payments. I am committed to fulfilling my responsibilities and maintaining open communication throughout this process.

Thank you for considering my proposal. I look forward to your favorable response.

Sincerely,

[Your Name]