

Installment Agreement Proposal

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose an installment agreement regarding [briefly state the purpose, e.g., the outstanding balance on my account, etc.]. I would like to work towards a resolution that is acceptable for both parties.

Due to [briefly explain reason, e.g., unforeseen circumstances, financial difficulties], I am unable to pay the full amount at once. Therefore, I propose the following installment plan:

- Total Amount Due: \$[Total Amount]
- Proposed Monthly Payment: \$[Proposed Amount]
- Number of Installments: [Number of Payments]
- First Payment Due: [Date of First Payment]

I believe this proposal will allow me to meet my obligations while managing my financial situation. I sincerely hope we can come to an agreement that works for both of us.

Please let me know if you would like to discuss this proposal further or if you have any alternative suggestions. I appreciate your understanding and consideration.

Thank you for your time.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip]

[Your Phone Number]

[Your Email Address]