

Payment Structure Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Recipient Name

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the payment structure related to [specific service or product]. It would be greatly appreciated if you could provide me with detailed information regarding the payment terms, including any options for installment payments or discounts available for early payment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]