

Payment Schedule Proposal

Sender Name: [Your Name]

Sender Address: [Your Address]

Sender Email: [Your Email]

Sender Phone: [Your Phone Number]

Date: [Current Date]

Recipient Name: [Recipient's Name]

Recipient Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a custom payment schedule for [service/product name] that is tailored to meet both our needs.

Proposed Payment Schedule:

- Initial Payment: [Amount] due on [Date]
- Second Payment: [Amount] due on [Date]
- Final Payment: [Amount] due on [Date]

If this schedule is acceptable to you, please let me know at your earliest convenience. I am open to discussing alternative arrangements should you have other preferences.

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

Sincerely,

[Your Name]

[Your Position / Title]