

Split Payment Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Proposal for Split Payment Arrangement

I hope this message finds you well. I am writing to propose a split payment arrangement regarding [specify the service/product] due on [insert due date].

Due to [briefly explain reason, e.g., financial constraints, unexpected expenses], I would like to suggest splitting the payment into two installments:

- First Installment: [amount] due by [due date]
- Second Installment: [amount] due by [due date]

I believe this arrangement can facilitate both our needs and ensure timely fulfillment of this obligation. I am open to discussing this proposal and any adjustments that you might find necessary.

Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Title / Position]

[Your Company Name]

[Your Contact Information]