

Payment Arrangement Agreement

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Periodic Payment Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a periodic payment arrangement regarding my outstanding balance of [Insert Amount] due to [Insert Reason].

I would like to suggest the following payment plan:

- Installment Amount: [Insert Amount]
- Frequency: [Weekly/Monthly]
- Start Date: [Insert Start Date]
- End Date: [Insert End Date or Total Number of Payments]

I believe this arrangement will help me fulfill my obligations while managing my finances responsibly. Please let me know if this proposal is agreeable to you or if there are any modifications you would suggest.

Thank you for your understanding and patience. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Number]