

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to offer you a segmented installment plan to enhance your payment flexibility. Below are the details of the plan:

### **Installment Plan Details**

- Total Amount: \$[Amount]
- Number of Installments: [Number]
- Amount Per Installment: \$[Amount]
- Payment Due Dates: [List of dates]

Please review the terms and conditions attached to this letter. To confirm your acceptance of this installment plan, please sign and return the enclosed copy.

Thank you for your attention to this matter. We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]