

Flexible Payment Plan Agreement

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the flexible payment plan for the amount of [Total Amount] owed to [Your Company/Organization Name].

Payment Plan Details

- Total Amount: [Total Amount]
- Down Payment: [Down Payment Amount]
- Remaining Balance: [Remaining Balance]
- Payment Schedule: [Insert Payment Frequency, e.g., monthly, bi-weekly]
- Payment Amount: [Payment Amount per Installment]

Payments will be due on the [Insert Due Date] of each month until the total amount is settled.

If you have any questions or require adjustments to this plan, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]