

Installment Payment Plan Agreement

Date: [Insert Date]

From:

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

To:

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an agreement for an installment payment plan concerning [describe the item or service]. The total amount due is [total amount], to be paid in installments as follows:

- Installment 1: [amount] due on [due date]
- Installment 2: [amount] due on [due date]
- Installment 3: [amount] due on [due date]
- Final Payment: [amount] due on [due date]

Payments should be made via [payment method] to [payment recipient]. If a payment is missed, a late fee of [late fee amount] may be applied.

By signing below, both parties agree to the terms outlined in this installment payment plan agreement.

[Your Name] (Signature)

[Recipient Name] (Signature)

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]