

# Installment Payment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Recipient: [Recipient's Name]

Recipient's Address: [Recipient's Address]

City, State, Zip Code: [City, State, Zip Code]

## Subject: Agreement on Installment Payments

Dear [Recipient's Name],

This letter serves to confirm the agreement regarding the installment payments for the amount of [Total Amount] due for [Service/Product/Loan]. We have agreed upon the following terms:

- Installment Amount: [Amount per Installment]
- Payment Frequency: [Weekly/Monthly/Other]
- First Payment Due Date: [Insert Date]
- Total Number of Installments: [Total Number of Payments]

Please ensure that payments are made on or before the due date to avoid any late fees.

Sign below to acknowledge and agree to the terms of this installment payment agreement:

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[Recipient's Name] Date: \_\_\_\_\_

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]