

# Payment Installment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

## Subject: Installment Payment Agreement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally propose a payment installment agreement regarding the outstanding balance of [Total Amount Due] on my account.

Due to [reason for requesting installment payments], I am unable to pay the full amount at this time. Therefore, I would like to propose the following payment plan:

- Initial Payment: [Amount] due by [Date]
- Monthly Installments: [Amount] due on the [Due Date] of each month for [Number of Months]
- Final Payment: [Remaining Amount] due by [Final Due Date]

I believe this arrangement will allow me to settle my balance responsibly, and I appreciate your understanding and consideration.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this proposal further.

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

Sincerely,

[Your Name]