

# Fee Installment Payment Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a flexible payment plan for my outstanding fees. Due to [brief explanation of reason for request, e.g., financial challenges, unexpected expenses], I am unable to make the full payment at this time.

To facilitate the payment process, I would like to suggest the following installment plan:

- Total Amount Due: \$[Total Amount]
- Proposed Monthly Installment: \$[Installment Amount]
- Number of Installments: [Number of Installments]
- Proposed Start Date: [Start Date]
- Final Payment Date: [End Date]

I believe this plan will allow me to fulfill my financial obligations while ensuring that it remains manageable for me. I am open to discussing this proposal further and am willing to consider any adjustments you might suggest.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]