

# Alternative Installment Payment Offer

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss an alternative installment payment option regarding your account with us.

As of today, your outstanding balance is [Insert Amount]. To assist you in managing this obligation, we would like to propose the following installment payment plan:

- Total Balance: [Insert Amount]
- Proposed Payment Amount: [Insert Amount] per month
- Payment Duration: [Insert Duration, e.g., "6 months"]
- First Payment Due: [Insert Due Date]

This alternative payment plan aims to provide you with a more manageable way to settle your account while ensuring that we maintain a positive relationship.

Should you agree to this proposal, please sign and return the attached document by [Insert Deadline]. If you have any questions or if you would like to discuss this further, do not hesitate to reach out to me directly at [Insert Phone Number] or [Insert Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]