

Installment Payment Agreement Proposal

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an installment payment agreement regarding [Specify the debt or service]. I appreciate your understanding of my current financial situation and your willingness to discuss possible payment arrangements.

Proposed Payment Plan:

- Total Amount Due: [Insert Total Amount]
- Initial Payment: [Insert Amount] due by [Insert Due Date]
- Subsequent Installments: [Insert Amount] due [Weekly/Bi-weekly/Monthly] starting from [Insert Start Date]
- Final Payment Due: [Insert Date]

This plan allows me to meet my obligations while ensuring your needs are also met. If you have any concerns or would like to discuss alternative arrangements, please feel free to contact me at your earliest convenience at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]