

Request for Installment Payment Facilitation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your consideration for allowing me to facilitate the payment of my outstanding balance in installments.

Due to [briefly explain reason, e.g., unforeseen circumstances, financial difficulties], I am currently unable to pay the full amount owed, which is [insert amount]. Thus, I would like to propose an installment payment plan of [insert proposed amount] per month for [insert duration].

I believe this approach will help me manage my finances more effectively while ensuring that I meet my obligation to your company. I assure you that I am committed to fulfilling this plan effectively.

I would appreciate your understanding and support regarding this matter. Please let me know if this proposal is acceptable, or if there are any alternative terms 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]