

# Proposed Installment Payment Plan

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to propose an installment payment plan regarding the outstanding balance of [Amount Due] that is currently owed to us.

To assist in fulfilling this obligation, we suggest the following payment structure:

- Initial Payment: [Amount] due on [Date]
- Subsequent Payments: [Amount] due on [Date of each payment]
- Final Payment: [Amount] due on [Final Payment Date]

This plan is designed to make the repayment process manageable for you. We believe that this arrangement can lead to a satisfactory resolution for both parties.

If you agree to this proposed plan, please sign below and return a copy to us at your earliest convenience. Should you have any questions or require adjustments to the proposal, feel free to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted:

\_\_\_\_\_

[Recipient Name]

Date: \_\_\_\_\_