

# Request for Installment Payment Terms

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request consideration for installment payment terms regarding my outstanding balance with your company.

Due to [brief explanation of circumstances], I am currently unable to pay the full amount at once. I would like to propose a payment plan that would allow me to fulfill my obligations in a more manageable manner.

I am proposing to pay [specific amount] monthly for [number of months] until the total amount is settled. I believe this arrangement would benefit both parties and ensure the repayment of my balance.

Thank you for considering my request. I am willing to discuss this matter further and would appreciate any flexibility you can provide. I look forward to your positive response.

Sincerely,  
[Your Name]