

Sequential Payment Option Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to present our proposal for a sequential payment option related to our service agreement. This proposal aims to provide flexibility and ease in managing the financial aspects of our engagement.

Proposed Payment Schedule:

- **Initial Payment:** [Amount] due upon signing the agreement.
- **Second Payment:** [Amount] due [Insert Date].
- **Final Payment:** [Amount] due [Insert Date].

This structure allows for manageable financial planning while ensuring continuous commitment to our services. We believe this arrangement will foster a strong partnership between our organizations.

Please feel free to reach out if you have any questions or require further adjustments to the proposed terms.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]