

Structured Payment Plan Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are pleased to offer you a structured payment plan tailored to your needs. Below are the details of the payment plan:

Payment Plan Details:

- **Total Amount Due:** \$[Total Amount]
- **Initial Payment:** \$[Initial Payment] due by [Initial Payment Due Date]
- **Subsequent Payments:**
 - Amount: \$[Payment Amount]
 - Frequency: [Weekly/Monthly]
 - Start Date: [Start Date]
 - End Date: [End Date]

Payment Methods:

[List accepted payment methods]

Terms and Conditions:

[Outline any relevant terms and conditions]

If you have any questions or would like to discuss any adjustments to this plan, please do not hesitate to reach out.

Thank you for choosing our services!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]