

Tuition Installment Payment Agreement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to offer you an installment payment arrangement for your tuition fees at [Institution Name]. Below are the details of the proposed payment schedule:

Payment Details

- Total Tuition Amount: \$[Total Amount]
- Installment Amount: \$[Installment Amount]
- Number of Installments: [Number of Installments]
- First Payment Due Date: [First Due Date]
- Subsequent Payment Due Dates: [List of Dates]

Please note that late payments may incur a fee of \$[Late Fee Amount]. If you have any questions or require further information, do not hesitate to contact our office at [Contact Number] or [Email Address].

By signing below, you agree to the terms of this installment payment arrangement.

[Recipient Name]

[Date]

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]