

Payment Options Letter

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you about the available installment payment options for your recent purchase with us. We understand that flexibility is important, and we are committed to offering you solutions that fit your needs.

Installment Payment Choices:

- **Option 1:** 3-month plan - [Specify monthly amount]
- **Option 2:** 6-month plan - [Specify monthly amount]
- **Option 3:** 12-month plan - [Specify monthly amount]

Please choose one of the above options and confirm your preferred choice by [Insert Deadline]. If you have any questions, feel free to reach out to us at [Insert Contact Information].

Thank you for choosing our services.

Sincerely,
[Your Name]
[Your Position]
[Your Company]