

Invoice Installment Payment Agreement

Date: **[Insert Date]**

To: **[Recipient's Name]**

Address: **[Recipient's Address]**

Subject: Agreement for Invoice Installment Payments

Dear **[Recipient's Name]**,

We are writing to confirm the agreed terms concerning the installment payments for Invoice **[Invoice Number]**, dated **[Invoice Date]**, with a total amount due of **[Total Amount]**.

Agreed Terms:

- First Payment: **[Amount]** due on **[Due Date]**
- Second Payment: **[Amount]** due on **[Due Date]**
- Third Payment: **[Amount]** due on **[Due Date]**
- Final Payment: **[Amount]** due on **[Due Date]**

We appreciate your cooperation and prompt payments according to this agreement. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]