

Installment Payment Agreement

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Installment Payment Agreement for Invoice # [Insert Invoice Number]

Dear [Insert Recipient's Name],

This letter serves as an agreement for the installment payment of Invoice # [Insert Invoice Number] dated [Insert Invoice Date] for the amount of [Insert Total Amount Due].

We hereby agree to the following payment terms:

- Total Amount Due: [Insert Total Amount Due]
- Initial Payment: [Insert Amount] due on [Insert Due Date]
- Subsequent Payments: [Insert Amount] to be paid on a monthly basis, with payment due on the [Insert Day] of each month.
- Final Payment Date: [Insert Final Payment Due Date]

Late payments will incur a fee of [Insert Late Fee Amount].

By signing below, both parties agree to the terms outlined in this installment payment agreement.

[Insert Your Name]
[Insert Your Title]
[Insert Your Company Name]
[Insert Contact Information]

[Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Recipient's Company Name]
[Insert Contact Information]

Thank you for your attention to this matter.

Sincerely,
[Insert Your Name]