

Request for Invoice Installment Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the recent invoice [Invoice Number] dated [Invoice Date] for the amount of [Total Amount].

Due to [brief explanation of your circumstances], I would like to propose an installment payment plan. This would allow me to settle the invoice over a period of [number of months] months.

I suggest the following payment plan:

- First installment of [Amount] due on [Date]
- Second installment of [Amount] due on [Date]
- [Further installments as necessary]

I believe this arrangement would ensure that I can fulfill my obligation while managing my current financial situation. I appreciate your understanding and consideration of my request.

Please let me know if you would be willing to discuss this plan or if there are any modifications you would suggest.

Thank you for your attention to this matter.

Sincerely,

[Your Name]