

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Offer of Installment Payments for Unpaid Invoices

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the outstanding invoices due for [briefly specify the services/products]. As of today, the total amount due is [Total Amount].

Understanding that financial situations can vary, I would like to offer you the option to pay this amount in installments. Below is a proposed payment plan:

- Amount: [Monthly Payment Amount]
- Number of Installments: [Number of Payments]
- First Payment Due: [Due Date of First Payment]

This plan aims to assist you in settling the debt while maintaining financial stability. If you agree to this arrangement, please sign below and return a copy to me by [Response Due Date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

Signature: _____

Date: _____

I, [Recipient's Name], agree to the proposed installment payment plan as outlined above.

Signature: _____

Date: _____