

Installment Payment Plan Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Proposal for Installment Payment Plan

Dear [Recipient's Name],

We hope this message finds you well. We are writing to address the outstanding invoices totaling [Amount Due], which were due on [Due Dates]. We understand that financial situations can arise, and we want to work with you to find a solution.

We propose the following installment payment plan for the outstanding amount:

- **Total Amount Due:** [Amount Due]
- **Installment Amount:** [Amount per Installment]
- **Number of Installments:** [Number]
- **Payment Schedule:**
 - [Payment Due Date 1]: [Amount]
 - [Payment Due Date 2]: [Amount]
 - [Payment Due Date 3]: [Amount]

If you agree to this plan, please sign and return a copy of this letter by [Response Date]. Should you have any questions or concerns, feel free to reach out to us at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]