

Installment Payment Plan Agreement

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We appreciate your continued partnership with [Your Company Name]. Due to current financial circumstances, we would like to propose an installment payment plan for the outstanding balance of [Amount Owed] as of [Date].

We propose the following payment schedule:

- 1st Payment: [Amount] due on [Date]
- 2nd Payment: [Amount] due on [Date]
- 3rd Payment: [Amount] due on [Date]
- Final Payment: [Amount] due on [Date]

We believe this plan will allow us to honor our commitment while managing our cash flow effectively. We kindly request your approval of this installment plan.

Please confirm your acceptance of this proposal by signing and returning a copy of this letter.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Supplier's Name]

Date: _____