

Payment Installment Agreement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip]

Dear [Recipient's Name],

Subject: Agreed Payment Installments

This letter serves as confirmation of our agreement regarding the payment installments for the outstanding amount of [insert amount] owed on [insert date of original transaction].

We have mutually agreed that the total amount will be paid in the following installments:

- Installment 1: [Amount] due on [Date]
- Installment 2: [Amount] due on [Date]
- Installment 3: [Amount] due on [Date]
- Final Installment: [Amount] due on [Date]

Payments can be made via [payment method] and should be sent to [payment address or account details].

Should you have any questions concerning this agreement, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title/Position (if applicable)]
[Your Company Name (if applicable)]