

Installment Payment Proposal

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Installment Payment

I hope this message finds you well. I am writing to propose a payment plan regarding the outstanding balance of [amount owed] that I currently owe to [Company Name]. Due to [brief explanation of your situation], I am unable to remit the full payment at this time.

To facilitate the repayment, I would like to propose the following installment plan:

- Total Amount Owed: [amount owed]
- Proposed Installment Amount: [amount per installment]
- Number of Installments: [number of installments]
- Proposed Payment Schedule: [e.g., weekly, bi-weekly, monthly]

I believe that this plan will allow me to meet my financial obligations without undue strain, and I am committed to adhering to this schedule. I kindly request your understanding and consideration in accepting this proposal.

Thank you for your time and understanding. I look forward to your positive response and am willing to discuss any modifications you might suggest.

Sincerely,
[Your Name]