

Payment Installment Plan Agreement

Date: [Insert Date]

From:

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

To:

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

Dear [Recipient's Name],

This letter serves as an agreement for a payment installment plan regarding the amount of [Total Amount Due].

Terms of the Agreement:

- Total Amount Due: [Total Amount]
- Initial Payment: [Amount] due by [Due Date]
- Monthly Installment: [Amount] for [Number of Months] months
- Payment Due Dates: [List of Due Dates]
- Final Payment Due Date: [Final Due Date]

Payments should be made via [Payment Method] to [Payment Details].

By signing below, both parties agree to the terms outlined in this payment installment plan agreement.

[Your Name] (Signature)

[Recipient's Name] (Signature)

Thank you for your cooperation.

Sincerely,
[Your Name]