

Payment Installment Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Payment Installment Schedule

Dear [Recipient's Name],

We are pleased to provide you with the installment payment schedule for your account as follows:

Installment No.	Due Date	Amount Due	Status
1	[Insert Due Date]	[Insert Amount]	[Paid/Pending]
2	[Insert Due Date]	[Insert Amount]	[Paid/Pending]
3	[Insert Due Date]	[Insert Amount]	[Paid/Pending]

Should you have any questions regarding this schedule, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]