

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose an installment payment plan for [amount owed or product/service] that is due on [due date]. Due to [brief explanation of financial situation], I am unable to pay the full amount at this time.

I would like to propose a payment plan in which I can pay [specific amount] per [week/month] starting on [start date], until the total amount is paid in full. I believe this plan will allow me to fulfill my obligation without causing undue financial strain.

I appreciate your consideration of this proposal and hope we can reach an agreement that works for both parties. Please let me know if you need any further information or if we can discuss this matter further.

Thank you for your understanding. I look forward to your response.

Sincerely,
[Your Name]