

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

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Agreement on Installment Payment Terms

Dear [Recipient Name],

We appreciate your continued business partnership with [Your Company Name]. In reference to our recent discussions, this letter serves to confirm the agreed-upon installment payment terms for your outstanding balance of **\$[Total Amount]**.

Please find below the schedule for the installment payments:

- **First Installment:** \$[Amount 1] due on [Due Date 1]
- **Second Installment:** \$[Amount 2] due on [Due Date 2]
- **Third Installment:** \$[Amount 3] due on [Due Date 3]

Kindly ensure timely payment according to the above schedule. Failure to comply with the payment deadlines may result in additional late fees or affect future business arrangements as outlined in our agreement.

If you have any questions or require further clarification, please do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to your cooperation and a continued successful business relationship.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]