

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Company Address]

Subject: Installment Plan Post-Dated Check Arrangement for [Account Number]

Dear [Recipient Name],

This letter serves to formalize the installment payment plan agreed upon regarding the outstanding balance of [Total Amount Owed] for the account mentioned above.

In accordance with our agreement, I am enclosing [Number of Checks] post-dated checks to cover the full balance. The payment schedule is as follows:

- Check # [Number] | Date: [Date] | Amount: [Amount]
- Check # [Number] | Date: [Date] | Amount: [Amount]
- Check # [Number] | Date: [Date] | Amount: [Amount]
- Check # [Number] | Date: [Date] | Amount: [Amount]

Please acknowledge receipt of these checks and confirm that they will be deposited only on their respective dates. I understand that should any check be returned for insufficient funds, the installment agreement may be voided and the full remaining balance will become due immediately.

Please sign and return a copy of this letter as confirmation of our arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of Receipt:

Received by: _____ Date: _____