

Formal Payment Proposal Letter for Services Rendered

Subject: Payment Proposal for Consulting Services

Dear Mr. Patel,

I am writing to formally propose a payment plan for the consulting services provided in the past quarter. The total amount of \$20,000 can be settled in four equal installments of \$5,000 each, payable on the 10th of each month starting next month.

We hope this arrangement is agreeable and helps streamline the payment process for both parties.

Please review the proposal and confirm at your earliest convenience.

Thank you for your attention.

Sincerely,

[Your Name]

[Company/Organization Name]

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