

Payment Proposal Letter for Contracted Work

Subject: Proposal for Payment Schedule “ Contracted Work

Dear Mr. Lee,

I am writing in reference to the contract completed on September 30th. The total payment of \$25,000 can be divided into five equal installments of \$5,000 each, payable on the 15th of each month, starting October 15th.

We believe this schedule ensures fairness and timely settlement for both parties. Kindly confirm your acceptance or suggest any modifications.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Company Name]

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