

# Installment Payment Memorandum

Date: \_\_\_\_\_

Reference No.: \_\_\_\_\_

## To

Recipient Name: \_\_\_\_\_

Department / Position: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## From

Sender Name: \_\_\_\_\_

Department / Position: \_\_\_\_\_

## Subject

Request for Installment Payment Arrangement

## Body

This memorandum serves as a formal request for an installment payment plan for the outstanding amount stated below. Kindly review the proposed terms and payment schedule for your approval.

Outstanding Amount: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

## Proposed Payment Schedule

Installment No.	Amount	Due Date	Remarks
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

## Agreement & Authorization

I hereby acknowledge and agree to the payment terms stated above. I understand that failure to comply may result in additional charges or actions as per company policy.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Approver: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- Ensure all payment details and schedules are clear and mutually agreed upon.
- This memorandum should be signed by both the applicant and an authorized approver.
- Retain a copy of the signed memorandum for future reference.
- Non-compliance may result in additional fees or disciplinary action according to policy.
- Consult with the finance or legal department if clarification is needed before signing.

