

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Recipient/Property Management/HOA Board]
[Name of Association/Organization]
[Address]

RE: Request for Installment Payment Plan - Special Assessment for [Property Address/Account Number]

Dear [Name of Recipient or Board of Directors],

I am writing to formally acknowledge the notice regarding the special assessment in the amount of \$[Total Amount] due on [Due Date] for the purpose of [Reason for Assessment, e.g., Roof Repairs].

Due to [Briefly state reason: e.g., current financial constraints / unexpected expenses], I am requesting relief in the form of an installment payment plan. I am committed to fulfilling my financial obligation to the association, but I am unable to pay the full balance in a single lump sum at this time.

I would like to propose the following payment schedule:

- Down Payment: \$[Amount] to be paid by [Date]
- Monthly Installments: \$[Amount] per month
- Number of Payments: [Number] months
- Final Payment Date: [Date]

I hope that the Board will consider this request to allow me to remain current on my obligations without facing undue hardship. Please let me know if this proposal is acceptable or if there is a specific form or process I need to follow to formalize this arrangement.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]