

[Your Name/Law Firm]
[Your Address]
[City, State, Zip Code]
[Date]

[Opposing Counsel Name]
[Opposing Law Firm]
[Address]
[City, State, Zip Code]

RE: [Case Name / Reference Number]

Dear [Opposing Counsel Name],

Pursuant to our recent settlement discussions, I am writing to formally propose a payment plan to resolve the outstanding balance of \$[Total Settlement Amount] in the above-referenced matter.

My client proposes the following payment schedule:

- **Initial Down Payment:** \$[Amount] to be paid by [Date].
- **Installment Amount:** \$[Amount] per [Month/Week].
- **Frequency:** Payments to be made on the [Day] of each [Month/Week].
- **Start Date:** First installment to begin on [Date].
- **Final Payment Date:** All sums to be paid in full by [Date].

Payments will be delivered via [Check/Wire Transfer/ACH] made payable to [Payee Name].

If these terms are acceptable, please notify me in writing. We will then prepare a formal Stipulation of Settlement or Payment Agreement incorporating these terms for execution by our respective clients.

I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Bar Number]