

# Negotiation Letter for Outstanding Balance Repayment

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address an outstanding balance of [insert amount] that remains due as of [insert date]. I understand that there may have been circumstances that contributed to this delay, and I would like to discuss a feasible repayment plan.

To help settle this matter amicably, I propose the following options for repayment:

- Option 1: [Detail Option 1]
- Option 2: [Detail Option 2]
- Option 3: [Detail Option 3]

I believe these options provide a flexible approach to resolving the outstanding balance, and I am open to discussing any alternatives you may have in mind. Please let me know a suitable time for us to discuss this matter further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Contact Information]  
[Your Email Address]