

Letter to Facilitate Payment Arrangement Meeting

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the outstanding payments due to [Your Company], and to explore possible arrangements that can be made to facilitate these payments.

We understand that situations arise that can impact payment schedules, and we are committed to working with you. To that end, we would like to schedule a meeting at your earliest convenience to discuss flexible payment options that may be available.

Please let us know your availability for a meeting within the next week, either in person or via a virtual conference call. We believe that this discussion will be beneficial to both parties and hope to find a resolution that works for you.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]