

Payment Settlement Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the outstanding payment differences between our accounts that we discussed on [Insert Date]. After reviewing the records, I have noted discrepancies that amount to [Insert Amount].

To settle this matter amicably, I propose a payment plan of [Insert Proposal Details] to clear the outstanding balance by [Insert Settlement Deadline]. Please review the attached documents for further details.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue swiftly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]