

Payment Plan Arrangement for Overdue Invoices

Date: [Insert Date]

From: [Your Name]

Company: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Company Address]

Subject: Proposal for Payment Plan Arrangement

Dear [Recipient's Name],

We hope this message finds you well. We are writing to address the overdue invoices dated [Insert Dates of Overdue Invoices] totaling [Insert Total Amount Due]. We understand that situations may arise that affect timely payment, and we would like to propose a payment plan to assist you in fulfilling this obligation.

We suggest the following payment plan:

- Initial Payment: [Insert Amount] due by [Insert Date]
- Subsequent Payments: [Insert Amount] due on [Insert Due Dates]
- Final Payment: [Insert Amount] due by [Insert Final Due Date]

Please review this proposal and let us know if this schedule works for you or if adjustments are needed. Our goal is to accommodate your situation while ensuring that we can continue our business relationship positively.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]