

# Partial Payment Settlement Suggestion

Date: [Insert Date]

To,

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

Subject: Suggestion for Partial Payment Settlement on Account

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss our current outstanding balance on account number [Insert Account Number]. Due to [brief reason for the payment difficulty], we are currently facing challenges in settling the total amount due.

In light of this situation, we would like to propose a partial payment settlement. We believe that making a payment of [Insert Suggested Amount] would allow us to begin the process of settling our account, and we can propose a plan for further payments to cover the remaining balance over the next [Insert Time Period].

We value our relationship with [Recipient's Company Name] and are committed to resolving this matter in a way that is satisfactory for both parties. We would appreciate any flexibility you can offer in this regard and hope to hear from you soon to discuss this proposal further.

Thank you for considering our suggestion. We look forward to your understanding and cooperation.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]