

Proposal for Delayed Payment Arrangement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose a delayed payment arrangement regarding my outstanding balance of [amount] for [goods/services provided]. Due to [brief explanation of circumstances], I am currently unable to fulfill the payment by the original due date of [original due date].

To address this situation, I propose a revised payment schedule as follows:

- Initial payment of [amount] due by [date]
- Subsequent payment of [amount] due by [date]
- Final payment of [amount] due by [date]

I believe this arrangement will allow me to honor my obligations while ensuring that your organization is compensated as agreed. I appreciate your understanding and support during this period.

Please let me know if this proposal is acceptable or if further discussion is necessary. I look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]