

# Payment Arrangement Proposal

Date: [Insert Date]

Dear [Client's Name],

We appreciate your continued partnership and would like to discuss the payment arrangements for the remote services provided to you.

Due to [briefly explain reason if necessary, e.g., unexpected circumstances], we would like to propose a payment plan that could better accommodate your current situation.

## Proposed Payment Arrangement:

- Total Amount Due: [Insert Total Amount]
- Initial Payment: [Insert Amount] due by [Insert Date]
- Subsequent Payments: [Insert Amount] due monthly until [Insert End Date]

Please let us know if this arrangement is acceptable, or if you would like to discuss alternative options. We are here to help you make this as smooth as possible.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]