

Outstanding Payment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss the outstanding payment of [insert amount] that is due as of [insert due date]. Despite previous reminders, I have not yet received payment, and I want to resolve this issue amicably.

Below are the details of the outstanding invoice:

- Invoice Number: [Insert Invoice Number]
- Due Date: [Insert Due Date]
- Amount: [Insert Amount]

I propose the following payment arrangement to settle this matter:

1. Payment of [insert agreed amount] by [insert date].
2. Your commitment to pay the remaining balance of [insert remaining balance] by [insert subsequent date].

Please confirm your acceptance of this agreement by signing below and returning a copy to me. I appreciate your immediate attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

Agreed and Acknowledged by:

[Recipient Name]

Signature: _____

Date: _____