

# Outstanding Balance Negotiation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the outstanding balance on my account, which currently stands at [Amount]. Due to [brief explanation of your situation], I am experiencing difficulties in making the full payment at this time.

I would like to propose a negotiation regarding the outstanding balance. I am committed to resolving this matter and am willing to discuss a payment plan that fits within my current financial situation. I believe that working together, we can find a satisfactory solution for both parties.

Please let me know if we can schedule a time to discuss this further. I appreciate your understanding and consideration in this matter.

Thank you for your attention. I look forward to your prompt response.

Sincerely,

[Your Name]