

Overdue Payment Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an overdue payment of [amount] that was due on [due date]. We understand that unforeseen circumstances may arise, and we are committed to working with you to resolve this issue.

As we value our relationship, I would like to suggest the following options to help settle the overdue amount:

- Option 1: Payment arrangement of [proposed payment details]
- Option 2: A one-time payment by [new proposed due date]
- Option 3: Partial settlement of [amount] by [date] and the remaining balance later

Please let us know which option would be most suitable for you, or feel free to propose an alternative solution. We are here to assist you in any way we can.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]