

Overdue Payment Settlement Proposal

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 address the overdue payment that has been pending for [insert amount] which was due on [insert due date]. We understand that unforeseen circumstances can arise, and we are committed to finding a mutually agreeable solution.

To settle this overdue payment, I propose the following payment plan:

- Initial Payment: [insert amount] by [insert date]
- Subsequent Payments: [insert amount] on a monthly basis until the total amount is settled

Please let me know if this proposal is acceptable or if you would like to discuss alternative arrangements. My goal is to resolve this matter amicably and maintain our positive relationship moving forward.

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]