

Late Payment Resolution Proposal

Date: [Insert Date]

[Partner's Name]

[Partner's Company]

[Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. We are reaching out regarding the outstanding payment due for [insert invoice number or description of services/products] dated [insert invoice date]. As of today, the payment is [insert number of days overdue].

We understand that unexpected circumstances can arise, and we wish to maintain a strong and positive partnership moving forward. To resolve this situation amicably, we propose the following payment resolution:

- Payment of [insert amount] to be made by [insert proposed payment date].
- Option for a payment plan of [insert payment details, e.g., installments, if applicable].
- Potential discount on future services/products for timely payments moving forward.

Please let us know your thoughts on this proposal by [insert response deadline]. We are committed to finding a suitable solution and ensuring smooth collaboration in the future.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]