

# Supplier Financial Settlement Plan

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to outline our financial settlement plan regarding our outstanding balance with your company.

## Outstanding Amount

Total Outstanding Balance: [Insert Amount]

## Proposed Settlement Plan

- Payment 1: [Insert Amount] due by [Insert Date]
- Payment 2: [Insert Amount] due by [Insert Date]
- Payment 3: [Insert Amount] due by [Insert Date]

## Contact Information

Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

We appreciate your understanding and support as we work to resolve our financial obligations.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]