

Payment Arrangement Request for Overdue Invoice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the overdue invoice #[Invoice Number] dated [Invoice Date], which currently stands at [Amount Due].

Due to [brief explanation of circumstances], I am unable to pay the full amount by the due date. However, I would like to propose a payment arrangement to settle this outstanding balance.

I propose to make monthly payments of [Proposed Amount] starting from [Proposed Start Date]. I believe this plan will allow me to meet my obligations while accommodating my current financial situation.

I appreciate your understanding and consideration of my request. Please let me know if the proposed arrangement is acceptable or if there are other options we can discuss.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]