

# Proposal for Settling Overdue Account

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the outstanding balance on your account with us, which currently stands at [Insert Amount]. This balance has been overdue since [Insert Date].

In order to maintain our positive business relationship and to assist you in settling this account, we would like to propose the following payment plan:

- Initial payment of [Insert Amount] due by [Insert Date]
- Subsequent payments of [Insert Amount] every [Insert Time Frame] until the account is settled

Please let us know if this arrangement works for you or if you have any other suggestions that could help resolve this matter. We value your business and are committed to finding a mutually beneficial solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]