

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Settlement Offer for Overdue Invoices

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the overdue invoices dated [Invoice Date(s)] totaling [Amount Owed]. As we value our business relationship, we would like to propose a settlement to resolve this matter amicably.

We understand that unforeseen circumstances can arise, and we are open to negotiating a settlement that works for both parties. We propose the following options:

- Option 1: [Description of Option 1, e.g., a reduced payment amount due by a certain date]
- Option 2: [Description of Option 2, e.g., installment payment plan]
- Option 3: [Description of Option 3, if applicable]

Please review the proposed options and let us know your thoughts. We are keen to reach a resolution by [Deadline for Response]. Your prompt attention to this matter would be greatly appreciated, and we look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]