

# Partial Payment Invoice Negotiation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the outstanding invoice [Invoice Number] dated [Invoice Date] totaling [Total Amount]. Due to [brief explanation of financial situation], I am unable to fulfill the full payment at this moment.

To address this, I would like to propose a partial payment of [Proposed Amount] by [Proposed Payment Date], with the remaining balance to be paid in installments. I believe this approach will provide us both with a manageable solution.

I appreciate your understanding and cooperation in this matter. Please let me know if you are open to this proposal or if we need to discuss alternative arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]