

# Partial Payment Invoice Schedule Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose a schedule for the partial payments related to invoice #[Invoice Number], dated [Invoice Date]. We understand the importance of managing cash flow and are committed to working with you to find a mutually beneficial solution.

As per our discussion, we propose the following payment schedule:

- Payment 1: \$[Amount] due on [Due Date]
- Payment 2: \$[Amount] due on [Due Date]
- Payment 3: \$[Amount] due on [Due Date]
- Final Payment: \$[Amount] due on [Due Date]

Please confirm your acceptance of this proposal by signing below and returning a copy to us. Should you have any questions or require further modifications, please do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_