

Payment Plan Proposal for Outstanding Invoice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a payment plan regarding the outstanding invoice #[Invoice Number], which totals [Invoice Amount]. Due to [brief explanation of circumstances], I am unable to pay the full amount at this time.

To settle this invoice, I propose the following payment plan:

- Initial Payment: [Amount] due on [Date]
- Subsequent Payments: [Amount] on [Frequency, e.g., monthly] until the balance is cleared.

I believe this plan will allow me to meet my obligations while addressing my current financial situation. I genuinely value our relationship and appreciate your understanding and support in this matter.

Please let me know if you agree to this proposal or if there are any adjustments you would suggest. I am hopeful that we can come to a mutually beneficial arrangement.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]