

Payment Arrangement Proposal

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 invoices currently pending with your organization, specifically Invoice #[Invoice Number(s)] totaling [Amount Due].

In light of recent circumstances, I would like to propose a payment arrangement to settle the outstanding amount. I suggest the following plan:

- Initial Payment: [Amount] due on [Date]
- Subsequent Payments: [Amount] due on [Frequency], until the total balance is paid off.

I believe this arrangement will be mutually beneficial and ensure that we maintain a positive working relationship. Please let me know if this proposal works for you or if you would like to suggest any modifications.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]