

Proposed Payment Schedule for Invoices

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Proposed Payment Schedule for Invoices

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose a payment schedule for the outstanding invoices as detailed below:

Invoice Number	Amount Due	Proposed Payment Date
[Invoice #1]	[Amount]	[Payment Date]
[Invoice #2]	[Amount]	[Payment Date]
[Invoice #3]	[Amount]	[Payment Date]

Please review the proposed schedule and let us know if it aligns with your financial planning. We are open to discussing any adjustments you may need.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]