

# Payment Proposal for Invoice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a structured payment plan for the outstanding invoice #[Invoice Number], dated [Invoice Date], with a total amount of [Total Amount].

Due to [brief explanation of why a payment plan is necessary, e.g., cash flow challenges], I am unable to pay the full amount at this time. I would like to 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]

I believe this proposal allows me to manage my finances more effectively while ensuring that you receive the total payment for the services rendered. I appreciate your understanding and consideration of this matter.

Thank you for your attention to this proposal. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]