

Invoice Balance Negotiation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the outstanding balance on invoice #[Invoice Number], dated [Invoice Date]. As of today, the remaining balance is [Remaining Balance Amount].

Given the current circumstances, I would like to propose a revised payment plan. I believe this will allow us to settle the balance while also accommodating both parties' needs. My proposal is as follows:

- Payment Amount: [Proposed Payment Amount]
- Payment Schedule: [Proposed Payment Schedule]

I value our partnership and am eager to resolve this matter amicably. Please let me know if you are open to discussing this proposal at your earliest convenience.

Thank you for your understanding, and I look forward to your prompt reply.

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