

# Invoice Payment Agreement Request

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 formally request an agreement regarding the payment of the invoice with number **[Invoice Number]**, which was issued on **[Invoice Date]**. The total amount due is **[Invoice Amount]**.

As discussed previously, we understand the current circumstances and are willing to propose a payment plan that can accommodate your situation while ensuring that our agreement is upheld. We suggest the following terms:

- Initial Payment: [Amount] due by [Date]
- Subsequent Payments: [Amount] due monthly on [Day] of each month
- Final Payment: [Amount] due by [Date]

We believe this arrangement can be mutually beneficial and help in managing the payment effectively. Please let us know your thoughts on this proposal by [Response Deadline].

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]