

# Invoice Settlement Discussion Proposal

Date: **[Insert Date]**

To: **[Recipient's Name]**

Company: **[Recipient's Company]**

Address: **[Recipient's Address]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a discussion regarding the settlement of outstanding invoices related to [Specify Invoice Details].

The invoices in question are as follows:

- Invoice Number: [Insert Invoice Number 1] - Amount: [Insert Amount 1]
- Invoice Number: [Insert Invoice Number 2] - Amount: [Insert Amount 2]
- Invoice Number: [Insert Invoice Number 3] - Amount: [Insert Amount 3]

In light of the situation, we believe it would be beneficial to discuss the following:

1. Clarification of any discrepancies
2. Proposed payment timelines
3. Potential adjustments or arrangements to facilitate settlement

We propose to meet on [Insert Proposed Date and Time] at [Insert Location/Platform]. Please let us know if this works for you or suggest an alternative that fits your schedule.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]