

Invoice Settlement Terms Negotiation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the settlement terms for invoice #[Invoice Number] dated [Invoice Date].

As you know, timely payments are crucial for maintaining our business relationship. However, considering the current circumstances, I would like to propose the following settlement terms:

- Total Amount Due: \$[Amount]
- Proposed Payment Schedule: [e.g., 50% upfront, 50% upon completion]
- Final Due Date: [Proposed Date]

We believe that these terms will facilitate a smoother transaction for both parties. Please let me know your thoughts on this proposal, and if there are any other considerations you would like to discuss.

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

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]