

Invoice Payment Schedule Negotiation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the payment schedule for invoice #[Invoice Number] dated [Invoice Date], which is currently due on [Due Date].

Due to [reason for negotiation], I would like to propose a revised payment schedule as follows:

- 1st Payment: \$[Amount] due on [New Date]
- 2nd Payment: \$[Amount] due on [New Date]
- 3rd Payment: \$[Amount] due on [New Date]

I appreciate your understanding and consideration regarding this matter. Please let me know if this new schedule works for you, or if we could discuss alternative arrangements. I am hopeful we can come to a mutually agreeable solution.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]