

# Application for Overdue Invoice Balance Restructuring

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a restructuring of my overdue invoice balance associated with my account, [Your Account Number or Invoice Number], dated [Invoice Date].

Due to [brief explanation of the reasons for the delay, e.g., unforeseen financial circumstances], I am unable to meet the original payment terms. I value my relationship with your company and am committed to resolving this matter responsibly.

I kindly propose the following restructuring plan: [Outline proposed terms such as revised payment schedules, amounts, or any other specifics]. I believe this adjustment will enable me to settle my balance in a timely manner while maintaining my standing with your organization.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]