

# Overdue Invoice Deferred Payment Request

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to remind you of the overdue invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date]. The total amount outstanding is [Amount].

We understand that financial situations can vary, and we would like to offer you a deferred payment option. If you are unable to settle the full amount at this time, please let us know if you would like to discuss a possible payment plan.

We greatly value your business and appreciate your attention to this matter. Please contact us at your earliest convenience to discuss the best path forward.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]