

Overdue Invoice Installment Agreement

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We hope this letter finds you well. This communication serves to address the overdue invoice #[Invoice Number], originally due on [Due Date]. The total outstanding amount is [Amount Due].

To assist you in settling this balance, we propose an installment payment agreement as follows:

- Initial Payment: [Initial Payment Amount] due by [Initial Payment Due Date]
- Subsequent Installments: [Installment Amount] each, due on [Installment Due Date] for [Number of Installments] months
- Total Amount to be Paid: [Total Payment Amount]

Please confirm your acceptance of this installment agreement by signing below and returning a copy to us by [Response Due Date]. Should you have any questions or require further assistance, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

Agreement Confirmation:

Signature

Date: _____