

Payment Plan Proposal for Overdue Invoice

Dear [Client's Name],

I hope this message finds you well. We would like to bring to your attention the overdue invoice [Invoice Number] dated [Invoice Date], which has not yet been settled. We understand that unforeseen circumstances can arise, and we are committed to working with you to resolve this matter.

To assist you in settling this invoice, we would like to propose a payment plan:

- **Payment Amount:** [Amount]
- **Payment Due Dates:**
 - [Date 1]: [Amount]
 - [Date 2]: [Amount]
 - [Date 3]: [Amount]

Please let us know if this payment plan works for you or if you would like to discuss alternative arrangements. We value your partnership and aim to find a solution that suits both parties.

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

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