

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the outstanding invoice #[Invoice Number] dated [Invoice Date], which is currently overdue by [Number of Days Overdue] days.

We understand that unforeseen circumstances can arise, and we appreciate your attention to this matter. To facilitate the prompt settlement of this overdue amount of [Total Amount Due], we propose the following payment schedule:

- **Payment 1:** [Amount] due on [Date]
- **Payment 2:** [Amount] due on [Date]
- **Payment 3:** [Amount] due on [Date]

Please let us know if this schedule works for you or if adjustments are necessary. We value our partnership and are committed to finding 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]