

Invoice Payment Plan Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose a payment plan for your outstanding invoice #[Invoice Number], totaling [Invoice Amount]. To assist you in managing your payment, we suggest the following payment plan:

Proposed Payment Plan

- Initial Payment: [Amount] due by [Due Date]
- Subsequent Payments: [Amount] due on [Due Date] each month for [Number of Months]
- Final Payment: [Amount] due by [Final Due Date]

If this proposal is acceptable, please sign and return the attached agreement by [Response Due Date]. Should you have any questions or wish to discuss this further, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]