

# Payment Schedule Proposal

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. We are writing to propose a new payment schedule for our outstanding invoices. We value our relationship and want to ensure that we meet our obligations in a way that is manageable for both parties.

## Proposed Payment Schedule:

Invoice Number	Total Amount	Proposed Payment Date	Amount to be Paid
[Invoice #1]	[\$Amount]	[Date 1]	[\$Payment Amount]
[Invoice #2]	[\$Amount]	[Date 2]	[\$Payment Amount]
[Invoice #3]	[\$Amount]	[Date 3]	[\$Payment Amount]

We believe this plan will help us manage our cash flow while fulfilling our payment obligations to you. Please review the proposed schedule and let us know if it is acceptable or if adjustments are needed.

Thank you for your understanding and support. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]