

Proposed Deferred Payment Terms

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. As we value your partnership and aim to support your financial planning, we are pleased to propose a deferred payment arrangement concerning your recent invoice #[Insert Invoice Number].

Proposed Terms:

- Total Invoice Amount: \$[Insert Amount]
- Initial Payment: \$[Insert Initial Payment Amount] due by [Insert Date]
- Balance: \$[Insert Balance Amount] payable in [Insert Number of Installments] installments of \$[Insert Installment Amount] each
- Installment Due Dates: [Insert Due Dates]

Please review the proposed terms, and let us know if they meet your needs. If you have any questions or require further adjustments, do not hesitate to reach out. We are here to help.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]