

Collection Letter with Payment Plan Option

Subject: Payment Plan Option for Outstanding Balance

Dear [Customer Name],

We are writing to remind you of the outstanding amount of [Amount] for Invoice No. [Invoice Number], which was due on [Due Date]. We understand that financial situations can be challenging, and we want to offer a flexible solution.

If you're unable to pay the full amount immediately, we can arrange a payment plan that suits your situation. This will allow you to clear the balance over an agreed period, avoiding further penalties.

Please contact us at [Contact Information] to discuss the details of the payment plan. We appreciate your cooperation and timely response.

Kind regards,

[Your Name]

[Your Position]

[Company Name]

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