

# Professional Payment Proposal Letter

Subject: Payment Proposal for Invoice #4567

Dear Mr. Johnson,

I hope this message finds you well. I am writing to propose a structured payment plan for the outstanding balance of \$12,000 on invoice #4567. Considering our longstanding business relationship and your current cash flow situation, we suggest spreading the payment over four monthly installments of \$3,000 each, starting from the 1st of next month.

This approach ensures timely clearance of the invoice while maintaining smooth operations on both sides. We kindly request your confirmation or any adjustments you may deem necessary.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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