

Quick and Simple Payment Proposal Email

Subject: Proposal for Payment Schedule

Dear Sarah,

I hope you are doing well. I would like to propose a payment plan for the outstanding amount of \$5,000. We suggest dividing it into two equal payments over the next two months, if that works for you.

Please let me know your thoughts, and we can finalize the schedule accordingly.

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/payment-proposal-letter>