

Payment Proposal Letter Due to Financial Constraints

Subject: Payment Proposal for Outstanding Dues

Dear Mr. Anderson,

I am reaching out regarding the outstanding invoice of \$15,000 for the last project. Due to temporary financial constraints, I propose paying the amount in three installments of \$5,000 over the next three months.

This plan will ensure that the balance is cleared while allowing us to maintain our operational stability. Kindly review the proposal and let me know if it is acceptable or if you would like to suggest alternative arrangements.

Thank you for your consideration.

Best regards,

[Your Name]

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