

Payment Proposal Letter for Partial Payment Agreement

Subject: Proposal for Partial Payment

Dear Ms. Roberts,

Following our recent discussion regarding invoice #7890, I would like to propose a partial payment schedule. We suggest an initial payment of \$8,000, followed by two subsequent payments of \$6,000 each over the next two months.

This plan ensures timely partial clearance and demonstrates our commitment to fulfilling our obligations. Please confirm if this arrangement is agreeable.

Sincerely,

[Your Name]

[Company Name]

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