

Payment Proposal Email for Overdue Invoice

Subject: Payment Plan Proposal for Overdue Invoice

Dear Mr. Williams,

I hope you are well. I am writing concerning the overdue invoice of \$10,000. To resolve the matter amicably, I propose splitting the amount into five equal payments of \$2,000, to be paid monthly starting from next week.

Your confirmation will help us schedule the payments and close the account promptly.

Thank you,

[Your Name]

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