

Flexible Payment Arrangement

Subject: Payment Arrangement Proposal

Dear [Client Name],

I understand that you may be experiencing temporary financial difficulties, and I want to work with you to resolve the outstanding balance of \$[Amount] on Invoice #[Invoice Number].

Rather than pursuing immediate collection action, I would like to propose a payment plan that could work for both of us:

Option 1: Monthly payments of \$[Amount] for [Number] months

Option 2: Bi-weekly payments of \$[Amount] for [Number] payments

Option 3: [Custom arrangement based on client needs]

This arrangement would allow you to satisfy your obligation while managing your cash flow. In return, I would need your commitment to make payments on time according to the agreed schedule.

Please let me know if any of these options work for you, or if you would like to propose an alternative arrangement. Once we agree on terms, I will prepare a formal payment agreement for both parties to sign.

I look forward to resolving this matter amicably and continuing our business relationship.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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