

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Their Address]
[City, State, Zip Code]

Subject: Payment Arrangement for Invoice Settlement

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the outstanding invoice #[Invoice Number] dated [Invoice Date], which totals [Amount Due]. Due to [brief explanation of circumstances], I am unable to pay the full amount at this time.

I would like to propose a payment arrangement to settle the outstanding balance. I suggest the following plan:

- Total Amount Due: [Amount Due]
- Initial Payment: [Initial Payment Amount] on or before [Initial Payment Date]
- Subsequent Payments: [Amount] due on [Frequency, e.g., weekly, bi-weekly, monthly] starting [Start Date]
- Final Payment Due: [Final Payment Date]

Please confirm if this arrangement is acceptable or if you have any other suggestions. I appreciate your understanding and cooperation in resolving this matter.

Thank you for your consideration. I look forward to your prompt response.
Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]