

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the outstanding payment of [amount] that was due on [due date] for [goods/services provided]. As of today, this payment is [number of days] days late.

I understand that unforeseen circumstances can arise, and I value our relationship. Therefore, I would like to propose a payment plan that can accommodate both of our needs.

Here are the possible options I can offer:

1. **[Option 1: Specify terms, such as a partial payment now and the rest by a certain date]**
2. **[Option 2: Propose a revised due date for full payment]**
3. **[Option 3: Suggest alternative solutions, if applicable]**

Please let me know if any of these options work for you, or if you have a different proposal in mind. I am eager to resolve this matter amicably and maintain our positive business relationship.

Thank you for your attention to this matter, and I look forward to your prompt response.

Warm regards,

[Your Name]
[Your Job Title]
[Your Company Name]