

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Amicable Resolution Regarding Outstanding Payment for Invoice(s) [Invoice Number(s)]

Dear [Recipient Name],

I am writing to you regarding the outstanding balance of [Total Amount Owed] on your account, which relates to the following invoice(s):

- Invoice #[Number] - Date: [Date] - Amount: [Amount]
- Invoice #[Number] - Date: [Date] - Amount: [Amount]

We value our professional relationship and understand that unforeseen circumstances can sometimes affect payment schedules. Our goal is to resolve this matter amicably and in a way that works for both parties.

If you are currently experiencing financial difficulties or a dispute regarding the services/goods provided, please let us know. We are open to discussing a flexible payment plan or a settlement that allows you to clear the balance without further delay.

Please contact us by [Date] so we can find a mutually agreeable solution. We look forward to hearing from you and continuing our partnership.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]