

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

[Date]

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

**Subject: Payment Plan Offer for Past Due Commercial Invoice #[Invoice Number]**

Dear [Contact Person Name],

Our records indicate that your account is currently past due regarding commercial invoice #[Invoice Number], dated [Invoice Date], in the amount of \$[Total Amount Owed].

We value our business relationship and understand that temporary financial constraints can occur. To assist you in settling this balance, we would like to offer a formal payment plan as follows:

- **Initial Down Payment:** \$[Amount] due by [Date]
- **Installment Amount:** \$[Amount] per [Week/Month]
- **Number of Installments:** [Number]
- **Final Payment Date:** [Date]

Under this plan, all interest charges and late fees will be [waived/frozen] provided that all scheduled payments are made on time. Please note that failure to meet these installment deadlines will result in the full balance becoming due immediately.

If this proposal is acceptable, please sign below and return a copy of this letter to us by [Deadline Date]. Alternatively, if you wish to propose a different schedule, please contact our accounts department at [Phone Number] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]

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**Acceptance of Payment Plan:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_