

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

[Date]

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

**Subject: NOTICE OF OVERDUE BALANCE - Payment Plan Offer**

Dear [Customer Name],

This letter is regarding your outstanding balance of \$[Total Amount Due] for account number [Account Number], which is currently [Number] days past due.

We value your business and understand that financial difficulties can arise. To help you clear this balance and avoid your account being transferred to a formal debt collection agency, we would like to offer you a manageable payment plan.

**Proposed Payment Schedule:**

- **Total Balance:** \$[Total Amount Due]
- **Down Payment (Due by [Date]):** \$[Amount]
- **Monthly Installment:** \$[Amount]
- **Number of Payments:** [Number] months
- **First Installment Due Date:** [Date]

By adhering to this schedule, your account will remain in good standing, and no further collection actions will be taken. Please note that failure to respond or meet the terms of this agreement may result in the transfer of your file to an outside collection agency, which could impact your credit rating.

To accept this offer, please sign below and return this letter to us, or contact our billing department at [Phone Number] to set up automatic payments.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department Name]  
[Your Company Name]

---

**Acceptance of Payment Plan**

I, [Customer Name], agree to the payment terms outlined above.

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