[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Proposal for Deferred Payment Terms**

Dear [Recipient’s Name],

We are writing to propose deferred payment terms for [INVOICE NUMBER/ACCOUNT NAME/AGREEMENT], in light of [*reason, e.g., recent circumstances or mutual benefit to both partie*s]. Our goal is to provide flexibility while maintaining our strong business relationship.

**Proposed Deferred Payment Terms**

* **Initial Payment**: [*Amount/Percentage of Total Due*] by [DATE]
* **Deferred Balance Payment**: [AMOUNT/PERCENTAGE OF TOTAL DUE] by [FINAL DUE DATE]
* **Payment Intervals**: [*Specify schedule, e.g., monthly installments, one-time deferred payment, etc.*]
* **Interest or Fees (if any**): [*e.g., no additional cost or specify percentage*]

This arrangement is designed to accommodate [*your financial position/current needs*] while ensuring timely settlement of the outstanding balance.

**Next Steps**

If these terms are acceptable, please confirm by [RESPONSE DEADLINE] so we can finalize the agreement. Should you have alternative suggestions or require modifications, we are open to discussing options that work for both parties.

Please direct any questions or responses to [Name, Title], at [Email Address/Phone Number].

Thank you for considering this proposal. We look forward to reaching a mutually beneficial arrangement.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]