

This sample **corporate apology letter for overdue payment with payment plan request** can be adapted to suit your company's needs.

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Date: [Insert Date]

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

Subject: Apology for Overdue Payment and Payment Plan Request

Dear [Recipient Name],

On behalf of [Your Company Name], I would like to extend our sincerest apologies for the delay in settling our outstanding account, invoice number [#], originally due on [Original Due Date] in the amount of [Amount Due]. We understand that timely payments are vital to a successful business relationship, and we regret any inconvenience this may have caused your organization.

Unfortunately, due to [briefly explain circumstances, e.g. unexpected cash flow challenges, delayed receivables, etc.], we have experienced a temporary setback that impacted our ability to meet the agreed payment terms. Please be assured that this delay does not reflect our commitment to our obligations or the value we place on our partnership with [Recipient's Company Name].

To resolve this outstanding balance, we respectfully request your consideration to accept a payment plan as follows:

- Total amount due: [Amount Due]
- Proposed initial payment: [Amount and Date]
- Subsequent monthly payments of [Amount] each, starting from [Date] until the full balance is settled by [Final Payment Date].

We appreciate your understanding and are committed to adhering to this payment schedule. Should you require any further documentation regarding our financial status or wish to discuss alternative arrangements, please let us know at your earliest convenience.

Once again, we apologize for any distress this may have caused and thank you for your ongoing support and patience. We value our relationship and are eager to resolve this matter responsibly.

Please confirm your acceptance of this payment proposal, or advise if you have other terms in mind.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Email Address or Contact Number]

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