**[Company Name]  
[Address: City, STATE, Zip]**

**Date:**

**Re. Proposal to Accommodate and Resolve the Problem of Outstanding Payment w.r.t. Invoice No. 34908-d8 and Notification No. UCS-0090.**

Dear [Recipient]

I am Robert Herrick, the Manager of the KXC Group of Industries. I am penning to draft out a settlement for the long-term problem of outstanding payment of the outsourcing of workforce w.r.t the contract no. 67-9U. According to the contract, you owe us a payment of $30,000 to be paid in three months’ installments plan.

The first two installments have been paid in time and hence share no trouble or complication. The trouble has been caused by the third and final installment in which our company received only an amount of $2000 and $8000 remained unsettled. We received a letter from you that consisted of the details and reasons for the delay in the payment. According to your official website, all the projects have been closed because of internal affairs of the company complemented with presidential impeachment.

On account of your third notification i.e., notification no. 34092, your company is in no position to pay the outstanding dues within the intimated time. Therefore, we have designed and patterned another contract in which the payment can be paid within a period of one year without burdening the company’s finance considerably. While designing this proposal we kept in view the financial state of your organization and other matters relevant. This contract layout a plan of a one-year payment method with an interest of 4% only.

In this way, your company will be able to pay back the lent amount and no other legalities will be needed impending. It is recommended to look and scrutinize the recommencement of the contract and respond accordingly as soon as possible. For your convenience, I have attached copies of the former and current contracts along with illustrations related to the outstanding amount.

You can contact us via email at [email] or call us at +[X]. I thank you in anticipation for considering and reviewing this.

Regards

Robert Herrick  
Manager  
KXC Group of Industries  
B-11, Santa Claus Square, San Diego, California, USA