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

**Date:**

**Re. Apprising and Signing in to Sort out Outstanding Payment Since November 2020 w.r.t. the Project Electra-Sem Referring Contract B-109**

Dear Claudius,

This letter serves as an official apprising notice to settle the outstanding payment w.r.t invoice no. 23-0092. The deadline to pay the outstanding amount was 23-01-20XX. On notifying the delay, our representative was told that the company is unable to pay the outstanding amount because of a negative return in the business. It was also added that this is an aftermath of the COVID-19 and resultant long-term lockdown in the state.

As we both the companies belong to the corporate sector, therefore, we have prepared a proposal to make the method convenient and as flat as a pancake. To assure this convenience, we request you to look at the emulated sample contract. According to the contract, both the companies can agree and regulate the payment on the new spell of duration. The designed contract has been patterned keeping in view your company in hornet’s nest.

However, in the world of corporate business, we all go through issues and confront several intricate complications. During such times, we are in a trial to take sane decisions and make the already-complicated problem less baffling and cumbersome. Therefore, we request you to look at the attempt of our team to make the outstanding payment possible and settle the payment in the given time.

We thank you in anticipation and appreciate your team for having a sound professional approach. Please contact our Executive Head of Administration for more at [email].

Regards

Rowden Hayfield  
The General Manager  
Dura Lights KC Group of CA  
N-79, Lockhart square, Miller Street Road  
Berkeley, CA, USA