[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: REQUEST EXTENSION TO REMIT ACCOUNT BALANCE**

Dear [CLIENT NAME],

The purpose of this letter is to inform you that your letter of [DATE] has been received and we recognise that our account is in arrears in the amount of [AMOUNT].

The delay in collecting our accounts receivable has begun causing significant problems for our business.

As to remain fair to all of our creditors, we propose that we send you [AMOUNT] per month for [NUMBER] months so that you can satisfy this obligation. Please find the first cheque included as we hope this proposal will be suitable for you. We will be more than happy to send the entire balance due on this account, if we collect a substantial proportion of our large receivables during the next few months

We hope to hear from you regarding the proposal outline in this letter.

Thank you for your understanding in this unfortunate situation.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]