[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line in bold letters]**

Dear Mr. / Mrs. [Name of the Recipient],

As per our agreement, you are required to pay us a minimum payment of [mention Amount] on or before the 10th of every month. In case of non-payment, a penalty of [mention Amount] had to be imposed on you. However, during the last financial year, you have failed to pay us five times.

We have observed that imposing a penalty or fine is not a suitable option both for you and us. Therefore, we would like to suggest a revised payment plan to you. This revised payment plan will enable you to make us payments on time without any difficulty. This way, we will get our payment on time and you will have to pay no penalty or fine.

If you agree to this suggestion, do respond to this letter as soon as possible. We will arrange a meeting with you after that where we will further discuss all the important details relevant to the said payment scheme.

Thanks a lot!

Yours Truly,

[Seder Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]