

Partial Payment Agreement

Date: _____

From: **[Your Name]**

Address: **[Your Address]**

Phone: **[Your Phone Number]**

Email: **[Your Email]**

To: **[Recipient's Name]**

Address: **[Recipient's Address]**

Subject: Partial Payment Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the partial payment arrangement for the outstanding amount due of **[Total Amount Due]**.

We hereby agree to the following payment schedule:

- First Payment: **[Amount]** due on **[Due Date]**
- Second Payment: **[Amount]** due on **[Due Date]**
- Final Payment: **[Amount]** due on **[Due Date]**

Please note that all payments should be made by [Method of Payment] to the following account:

Account Name: **[Account Name]**

Account Number: **[Account Number]**

Thank you for your understanding and cooperation. Please sign below to confirm your acceptance of this partial payment agreement.

Signed,

[Your Name]

Accepted by,

[Recipient's Name]