

# Payment Settlement Agreement

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a payment settlement agreement regarding the overdue invoices listed below:

- Invoice Number: [Invoice #1], Amount Due: [Amount]
- Invoice Number: [Invoice #2], Amount Due: [Amount]
- Invoice Number: [Invoice #3], Amount Due: [Amount]

We acknowledge the outstanding balance of [Total Amount] and propose the following terms for settlement:

1. Total Amount Due: [Total Amount]
2. Proposed Payment Amount: [Proposed Amount]
3. Payment Schedule: [Specify Dates/Installments]

Please confirm your acceptance of this settlement agreement by signing below and returning a copy to us by [Specify Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreed and Accepted:

[Recipient's Name] \_\_\_\_\_ Signature

Date: \_\_\_\_\_