

Payment Settlement Agreement

Date: [Insert Date]

From: [Your Name/Company Name]

To: [Client's Name/Company Name]

Address: [Client's Address]

Dear [Client's Name],

This letter serves as a Payment Settlement Agreement concerning the services rendered by [Your Name/Company Name] to [Client's Name/Company Name]. The details of the agreement are as follows:

- **Services Rendered:** [Description of Services]
- **Total Amount Due:** [Total Amount]
- **Payment Terms:** [Payment Terms, e.g., due upon receipt, 30 days, etc.]
- **Payment Method:** [Accepted Payment Methods]

We appreciate your prompt attention to this matter and look forward to your payment as agreed. Please do not hesitate to reach out if you have any questions or concerns.

Thank you for your business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]