

# Payment Schedule Agreement

Date: [Insert Date]

From: [Your Name/Company Name]

To: [Recipient's Name/Company Name]

Subject: Agreed Payment Schedule

**Dear [Recipient's Name],**

We are pleased to confirm the agreed payment schedule for the [describe service/product] as follows:

## **Payment Schedule:**

- **Payment 1:** [Amount] due on [Due Date]
- **Payment 2:** [Amount] due on [Due Date]
- **Payment 3:** [Amount] due on [Due Date]
- **Total Amount:** [Total Amount]

Please ensure that payments are made by the specified due dates. For any queries or concerns regarding this schedule, feel free to contact us.

Thank you for your cooperation.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]