

Dear [Recipient's Name],

We would like to confirm the agreed-upon extended payment terms following our recent discussions. As per our agreement, the new payment schedule will be as follows:

- Invoice Number: [Invoice Number]
- Original Due Date: [Original Due Date]
- New Due Date: [New Due Date]
- Payment Amount: [Payment Amount]

We appreciate your understanding and cooperation in this matter. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]