

Bridging Payment Agreement Update

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to update you regarding the Bridging Payment Agreement we previously established on [insert original agreement date].

As per our discussion, we have agreed to the following updates:

- Payment Schedule: [Detail new payment schedule]
- Updated Amount: [Detail any changes to the payment amount]
- Effective Date: [Insert date the changes are effective]

Please review the updated terms and confirm your acceptance by signing below and returning a copy to me by [insert due date for confirmation].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]

Agreement Acknowledgment:

Signature: _____
Date: _____