

# Mutual Payment Plan Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formalize our mutual agreement regarding the payment plan for the service fees owed for [describe the services provided].

1. **Total Amount Due:** \$[Insert Total Amount]
2. **Payment Plan Duration:** [Insert Duration, e.g., Months, Weeks]
3. **Payment Schedule:** Payments of \$[Insert Payment Amount] will be made on [Insert Due Dates].
4. **Payment Method:** Payments will be made via [Insert Payment Method, e.g., bank transfer, check].

We believe this plan will work in favor of both parties and appreciate your cooperation. Please confirm your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

## Agreement Acceptance:

Accepted by:

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[Recipient's Name] Date: \_\_\_\_\_