

# Acceptance of Payment Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

Dear [Recipient Name],

I am writing to formally accept the payment terms outlined in our recent agreement dated [Insert Agreement Date]. I confirm that I agree to the following terms:

- Payment Amount: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]

Thank you for the opportunity to work together. Please do not hesitate to contact me if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]