

Advance Payment Terms Agreement

Date: [Insert Date]

To: [Agent's Name]

From: [Author's Name]

Introduction

Dear [Agent's Name],

Thank you for your continued representation. This letter outlines the terms regarding the advance payment for my upcoming book titled "[Book Title]".

Advance Payment Structure

- Total Advance Amount: \$[Insert Amount]
- Payment Schedule:
 - Initial Payment upon signing of contract: \$[Insert Amount]
 - Second Payment upon manuscript submission: \$[Insert Amount]
 - Final Payment upon publication: \$[Insert Amount]

Royalties

In addition to the advance, I will receive [Insert Percentage]% of royalties from sales following the recoupment of the advance.

Signature

Please sign below to acknowledge your acceptance of these terms.

[Agent's Name]

[Author's Name]

Thank you for your attention to this agreement. I look forward to our successful partnership.

Sincerely,

[Author's Name]

[Author's Contact Information]