

# Deferred Payment Plan Agreement

Date: [Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Deferred Payment Plan for Unpaid Balance

We hope this message finds you well. This letter serves as a formal agreement regarding the unpaid balance of [amount] on your account with us, which is due to be paid by [original due date].

After discussing your situation, we would like to offer you a deferred payment plan to help you manage this balance. The terms of the deferred payment plan are as follows:

- Total Balance: [amount]
- Initial Payment: [amount] due by [date]
- Remaining Balance: [amount] to be paid in [number] installments of [amount] each
- Installment Payment Due Dates: [list dates]

We believe that this plan will assist you in fulfilling your obligations without causing undue financial strain. Please sign below to confirm your acceptance of these terms:

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[Your Name]  
[Your Title]  
[Your Company]

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

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Contact Information]