

Modified Payment Agreement

Date: [Insert Date]

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

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

Subject: Modified Payment Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement to modify the payment terms related to [specific debt or agreement name].

Original Payment Amount: [Insert Amount]
New Payment Amount: [Insert New Amount]
Payment Due Date: [Insert New Due Date]

We have agreed to the following terms:

1. Payments will be made on or before the due date as specified above.
2. Late payments may incur a fee of [Insert Late Fee Amount].
3. The total remaining balance is [Insert Remaining Balance].

By signing this document, both parties agree to the modified payment terms stated above.

Sincerely,

[Your Name]
[Your Title, if applicable]

Signature of [Your Name]
Date:

Signature of [Recipient's Name]
Date: