

Letter of Clarification for Deferred Debt Payment Terms

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Clarification of Deferred Debt Payment Terms

I hope this letter finds you well. I am writing to clarify the terms regarding the deferred payment of my debt as discussed during our recent conversation on [Insert Date].

It is my understanding that the following conditions have been agreed upon:

- Deferred payment amount: [Insert Amount]
- New payment schedule initiation date: [Insert Date]
- Payment frequency: [Insert Frequency (e.g., monthly, quarterly)]
- Interest rate applied: [Insert Rate, if applicable]
- Final payment due date: [Insert Date]

Should there be any discrepancies or further clarifications needed regarding this arrangement, please do not hesitate to reach out. I would like to ensure that we are both aligned on the terms to avoid any future misunderstandings.

Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Name]