

Deferred Payment Agreement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a confirmation of the Deferred Payment Agreement made between [Your Name/Company Name] and [Recipient Name/Company Name] on [Agreement Date].

As per our discussion, the payment terms are as follows:

- Total Amount Due: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Payment Installments: [Insert Payment Schedule]
- Interest Rate (if applicable): [Insert Rate]

Please ensure that all payments are made on or before the specified due dates to avoid any penalties.

If you have any questions regarding this agreement, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title (if applicable)]

[Your Company Name (if applicable)]