

Deferred Payment Agreement Settlement

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm our agreement regarding the deferred payment settlement for the outstanding balance of [Amount Owed] owed on account number [Account Number].

As per our discussion on [Date of Discussion], the terms of the deferred payment are as follows:

- Total Amount Due: [Total Amount]
- Initial Payment: [Initial Payment Amount] due by [Due Date]
- Subsequent Payments: [Amount] due on [Payment Schedule]
- Final Payment Date: [Final Payment Date]

We appreciate your flexibility in accommodating these terms, and I assure you that we will adhere to this payment schedule. Please confirm your acceptance of this agreement by signing below.

Thank you for your understanding and support.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title (if applicable)]

Accepted by:

[Recipient's Signature]
[Recipient's Printed Name]
[Recipient's Title]