

# Deferred Payment Agreement Proposal

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally propose a Deferred Payment Agreement regarding [briefly describe the purpose, e.g., an outstanding invoice or loan]. Due to [mention reason, e.g., unforeseen circumstances, financial difficulty], I am unable to fulfill the payment by the original due date.

As a solution, I would like to propose the following terms for deferred payment:

- Total Amount Due: [insert amount]
- Proposed Payment Schedule: [insert schedule, e.g., monthly payments of \$X starting from MM/DD/YYYY]
- Interest Rate: [if applicable, insert rate or state "0%"]
- Final Payment Due Date: [insert date]

I believe that this agreement would benefit both parties and ensure that the outstanding balance is settled in a timely manner. I am committed to fulfilling my obligations under this proposed agreement.

Thank you for considering my proposal. I am hopeful for your understanding and support. Please feel free to reach out to me at [your phone number] or [your email] to discuss this further.

Sincerely,

[Your Name]