

# Mutual Deferred Payment Agreement

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Email: [Recipient's Email]

Phone: [Recipient's Phone Number]

## **Subject: Mutual Deferred Payment Agreement**

Dear [Recipient's Name],

We are writing to formalize our agreement regarding the deferred payment arrangement for [specify goods/services]. This letter serves as a Mutual Deferred Payment Agreement between [Your Name/Your Company Name] and [Recipient's Name/Recipient's Company Name].

### **Terms of Agreement:**

- Total Amount Due: \$[Insert Amount]
- Initial Due Date: [Insert Date]
- Deferred Payment Dates: [List agreed payment dates]
- Interest Rate (if applicable): [Insert Rate]
- Other Terms: [Specify any additional terms]

Both parties agree to adhere to the stipulated terms and conditions set forth in this agreement. This agreement shall be governed by the laws of [Insert State/Country].

If you agree with the terms outlined above, please sign below to confirm your acceptance.

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[Your Name] - [Your Title]

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[Recipient's Name] - [Recipient's Title]

Thank you for your cooperation. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]