

Letter of Agreement for Negotiated Deferred Payment Terms

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

We appreciate your continued partnership and understanding as we navigate our current financial landscape. As discussed, we are proposing the following deferred payment terms for the outstanding balance of [Insert Amount]:

- Deferral Period: [Insert Start Date] to [Insert End Date]
- Payment Amounts: [Insert Payment Amounts and Schedule]
- Interest Rate: [Insert Interest Rate, if applicable]
- Final Payment Due Date: [Insert Date]

We believe these terms will enable us both to maintain a mutually beneficial relationship and ensure the continuity of our operations. Please review the proposed terms, and if acceptable, sign and return this letter by [Insert Due Date].

If you have any questions or require further modifications, please don't hesitate to reach out directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Name]
[Your Position]
[Your Company Name]