

Revised Deferred Payment Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of the revised deferred payment terms for the outstanding balance on your account with us.

Effective [effective date], the new payment terms will be as follows:

- Payment Amount: [Insert Amount]
- Payment Schedule: [Insert Schedule]
- Due Date for Final Payment: [Insert Due Date]

Please review the new terms and confirm your acceptance by signing and returning a copy of this letter by [return date].

If you have any questions or concerns regarding these changes, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]