

# Updated Deferred Payment Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to confirm the updated terms of our Deferred Payment Agreement dated [Original Agreement Date]. The following changes have been made:

- **Outstanding Amount:** \$[Amount]
- **New Payment Schedule:**
  - Payment 1: \$[Amount] due on [Date]
  - Payment 2: \$[Amount] due on [Date]
  - Payment 3: \$[Amount] due on [Date]
- **Total Duration:** [Number of Months/Years]
- **Interest Rate:** [Interest Rate]% (if applicable)

We appreciate your cooperation and understanding in this matter. Please sign and return a copy of this letter to confirm your acceptance of the updated terms.

Sincerely,

[Your Name]  
[Your Title/Position]

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Signature: \_\_\_\_\_  
Date: \_\_\_\_\_