

# Updated Payment Timeline Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves to confirm and outline the updated payment timeline agreement between [Your Company Name] and [Recipient's Company Name].

## Payment Schedule

- **Initial Payment:** [Amount] due by [Date]
- **Second Payment:** [Amount] due by [Date]
- **Final Payment:** [Amount] due by [Date]

We appreciate your prompt attention to this schedule. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]