

# Reinstatement of Agreed Payment Terms

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to confirm the reinstatement of the agreed payment terms concerning invoice #[Insert Invoice Number], as discussed on [Insert Discussion Date].

Following our recent conversations, we have agreed to reinstate the following payment terms:

- Amount Due: [Insert Amount]
- Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]

We appreciate your cooperation and understanding in this matter. Please do not hesitate to reach out if you have any questions or require further assistance.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]