

Payment Settlement Agreement

Date: [Insert Date]

From: [Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name/Company Name]
[Recipient's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Dear [Recipient's Name],

This letter serves as a formal agreement to settle the outstanding payments owed by [Your Name/Company Name] to [Recipient's Name/Company Name].

Total Amount Due: [Insert Total Amount]

Payment Terms: [Insert Payment Terms, e.g., payment in installments, due dates, etc.]

We agree to the following payment schedule:

- [Insert Payment #1: Amount, Due Date]
- [Insert Payment #2: Amount, Due Date]
- [Insert Payment #3: Amount, Due Date]

By signing below, both parties agree to the terms outlined in this letter.

[Your Name/Company Name]

Date: _____

[Recipient's Name/Company Name]

Date: _____

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]