

Partial Payment Terms Agreement

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm our agreement regarding the partial payment terms for the outstanding balance of [Insert Amount] due on [Insert Due Date].

Payment Terms

- Total Amount Due: [Insert Total Amount]
- Initial Payment Due: [Insert Initial Payment Amount] by [Insert Initial Due Date]
- Subsequent Payments: [Insert Payment Amount] due on [Insert Payment Due Dates]
- Final Payment Due: [Insert Final Payment Amount] by [Insert Final Due Date]

Please ensure that all payments are made on time to avoid any penalties or late fees. We appreciate your cooperation and understanding in this matter.

Thank you for your attention to this agreement. If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]