

Payment Adjustment Agreement

Date: [Insert Date]

From:

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

To:

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

Dear [Recipient's Name],

Subject: Payment Adjustment Agreement

This letter serves as a formal agreement regarding the adjustment of payment terms between [Your Company Name] and [Recipient's Company Name]. The details of the payment adjustment are as follows:

- **Original Amount Due:** \$[Original Amount]
- **Adjusted Amount:** \$[Adjusted Amount]
- **New Payment Schedule:**
 - Payment 1: \$[Amount] due on [Date]
 - Payment 2: \$[Amount] due on [Date]
 - Payment 3: \$[Amount] due on [Date]

By signing below, both parties agree to the terms outlined in this Payment Adjustment Agreement.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]

Date: _____