

Payment Schedule 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]

Dear [Recipient's Name],

This letter serves as a Payment Schedule Agreement between [Your Name/Company Name] and [Recipient's Name/Company Name]. Below is the outlined payment schedule for the agreed amount of [Total Amount].

Payment Schedule

Installment Number	Due Date	Amount
1	[Due Date 1]	[Amount 1]
2	[Due Date 2]	[Amount 2]
3	[Due Date 3]	[Amount 3]

Please sign below to confirm your acceptance of this Payment Schedule Agreement.

[Recipient's Name/Company Name]

Date: _____

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]