

Extended Payment Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm our agreement regarding your request for an extended payment plan for your outstanding balance of [insert amount]. We understand the financial challenges you are facing, and we are committed to assisting you during this difficult time.

As per our discussions, we have arranged the following payment schedule:

- Initial Payment: [Amount] due on [Date]
- Subsequent Payments: [Amount] due on [Date] of each month
- Final Payment: [Amount] due on [Date]

Please ensure that all payments are made on or before the due dates to avoid any late fees or penalties.

If you are unable to meet any of these terms, please contact us immediately so that we can discuss alternative arrangements.

We appreciate your cooperation and look forward to resolving your account. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]