

Deferred Payment Agreement

Date: [Insert Date]

To: [Insert Business Name]

Address: [Insert Business Address]

Dear [Recipient's Name],

This letter serves as an agreement for the deferred payment of business expenses incurred during [specify period or project]. The details of the agreement are as follows:

1. Total Amount Deferred

The total amount of business expenses being deferred is: \$[Insert Amount]

2. Payment Schedule

Payments will be made according to the following schedule:

- Payment 1: \$[Insert Amount] due on [Insert Date]
- Payment 2: \$[Insert Amount] due on [Insert Date]
- Payment 3: \$[Insert Amount] due on [Insert Date]

3. Interest and Fees

No interest or late fees will be applied as long as payments are made on time as per the agreed schedule.

4. Default Clause

If payments are not received by the due dates, the full amount will become due immediately.

Please sign below to indicate your agreement to the terms outlined above.

[Recipient's Name]

[Title, if applicable]

[Your Name]

[Your Title]

Thank you for your cooperation.

Sincerely,

[Your Business Name]

[Your Contact Information]