

Payment Plan Agreement

Date: [Insert Date]

From: [Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Lender's Name]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Payment Plan Agreement for Business Loan Repayment

Dear [Lender's Name],

We refer to the loan agreement dated [Insert Date of Loan Agreement] for the amount of [Insert Loan Amount]. We appreciate your support and understanding during our business operations.

This letter serves as a formal Payment Plan Agreement between [Your Company Name] and [Lender's Company Name] for the repayment of the business loan. We propose the following payment plan:

- Loan Amount: [Insert Loan Amount]
- Total Interest: [Insert Total Interest]
- Payment Start Date: [Insert Start Date]
- Payment Frequency: [Insert Frequency, e.g., monthly, quarterly]
- Payment Amount: [Insert Amount] per payment
- Final Payment Date: [Insert Final Payment Date]

We believe this plan will allow us to meet our financial obligations while continuing to operate our business effectively. Please confirm your acceptance of this Payment Plan Agreement by signing below.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreement Acceptance

I, [Lender's Name], hereby accept the proposed Payment Plan Agreement.

Signature

Date: _____