

# Structured Payment Agreement

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a structured payment agreement between [Your Name] and [Recipient's Name]. The purpose of this agreement is to outline the terms of repayment for the amount of [Total Amount] owed.

## Payment Terms:

- Total Amount Owed: [Total Amount]
- Payment Start Date: [Start Date]
- Payment Frequency: [e.g., Monthly, Weekly]
- Payment Amount: [Payment Amount]
- Final Payment Date: [End Date]

Payments will be made via [Payment Method] to the following account:

[Bank Name / Account Number / Other Payment Details]

If any payment is missed or delayed, please inform me within [Specify Time Frame] to make the necessary arrangements.

By signing below, both parties agree to the terms of this structured payment agreement.

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[Your Name]

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[Recipient's Name]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]