

# Partial Payment Agreement

Date: [Insert Date]

From: [Your Name]

Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Subject: Partial Payment Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the partial payment arrangement between [Your Name] and [Recipient's Name].

## Terms of Agreement

1. Amount Owed: \$[Total Amount Owed]
2. Initial Payment: \$[Initial Payment Amount] due by [Due Date]
3. Remaining Balance: \$[Remaining Balance] to be paid in installments of \$[Installment Amount] each due on or before [Installment Due Date].
4. All payments must be made via [Payment Method].
5. A late fee of \$[Late Fee Amount] will apply for any missed payments.

Please sign below to indicate your acceptance of the terms outlined above.

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[Recipient's Name] - Signature

Date: \_\_\_\_\_

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]