

# Deferred Payment Agreement

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Deferred Payment Agreement for Overdue Balance

I am writing to formally propose a deferred payment agreement regarding my overdue balance of [insert amount] as of [insert date]. I understand the importance of settling this matter and would like to propose the following payment plan:

- Total Amount Due: [Insert Amount]
- Payment Amount: [Insert Amount] per month
- First Payment Due: [Insert Date]
- Duration: [Insert Number of Months]

By agreeing to this payment plan, I assure you that I am committed to making full payment of my outstanding balance. I appreciate your understanding and flexibility regarding this matter.

Please confirm your acceptance of this deferred payment agreement by signing below and returning a copy to me.

Thank you for your consideration.

Sincerely,

[Your Name]

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Signature

Accepted by:

[Recipient's Name]

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Signature