

# Payment Terms Agreement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the payment terms agreement as discussed. Below are the details of the agreed terms:

- **Payment Amount:** [Insert Amount]
- **Due Date:** [Insert Due Date]
- **Payment Method:** [Insert Payment Method]
- **Late Payment Fee:** [Insert Fee Details]

We appreciate your cooperation and look forward to a successful partnership. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]