

# Reaffirmation of Payment Conditions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a reaffirmation of our previously agreed-upon payment conditions in relation to [specify the agreement or service/product].

As per our agreement dated [Insert Date of Original Agreement], the payment terms are as follows:

- Payment Amount: [Insert Amount]
- Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]

We kindly request that you adhere to these terms to ensure a smooth transaction. Should you have any questions or require further clarification, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]