

# Payment Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

From: [Your Name]

Address: [Your Address]

## Subject: Structured Payment Agreement

Dear [Recipient's Name],

This letter serves as a structured payment agreement between [Your Name] and [Recipient's Name]. The terms of the agreement are as follows:

### 1. Amount Due

Total Amount: \$[Total Amount]

### 2. Payment Schedule

- Installment 1: \$[Amount] due on [Date]
- Installment 2: \$[Amount] due on [Date]
- Installment 3: \$[Amount] due on [Date]

### 3. Method of Payment

Payments should be made via [Payment Method] to [Account Details].

### 4. Late Payment

A late fee of \$[Amount] will be applied if payment is not received within [Number] days of the due date.

### 5. Agreement Modification

Any modifications to this agreement must be made in writing and signed by both parties.

By signing below, both parties agree to the terms laid out in this payment agreement.

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[Your Name]

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

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[Recipient's Name]

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

Thank you for your cooperation.

Sincerely,

[Your Name]