

Payment Agreement Confirmation

Date: [Insert Date]

To: [Associate's Name]
[Associate's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Associate's Name],

This letter is to confirm our agreement regarding the payment terms that we discussed on [Insert Date of Discussion]. We have agreed on the following terms:

- Total Amount: \$[Insert Amount]
- Payment Schedule: [Insert Payment Schedule]
- Method of Payment: [Insert Payment Method]
- Due Date: [Insert Due Date]

Please acknowledge your acceptance of these terms by signing below and returning a copy of this letter to me by [Insert Return Date].

Thank you for your collaboration. I look forward to our continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Accepted by:

[Associate's Name]
[Date]