

# Invoice Resolution Agreement

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

This letter serves as a formal agreement regarding the resolution of Invoice #[Invoice Number] dated [Invoice Date] for [Goods/Services Provided].

After reviewing the matter, both parties have agreed to the following terms:

1. Adjustment Amount: [Specify Amount]
2. Payment Terms: [Outline Payment Terms]
3. Resolution Date: [Specify Resolution Date]

Both parties agree to sign below to confirm acceptance of these terms.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Signature] \_\_\_\_\_