

Deferred Invoice Payment Agreement

Date: [Insert Date]

From:

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an agreement regarding the deferred payment of Invoice #[Invoice Number] dated [Invoice Date], amounting to [Invoice Amount].

We agree to the following terms:

- Total Invoice Amount: [Invoice Amount]
- Due Date for Payment: [New Due Date]
- Payment Schedule: [Monthly/Quarterly installments or specific payment dates]
- Interest Rate (if applicable): [Interest Rate]

Both parties agree to adhere to the terms stated above. By signing below, each party acknowledges their acceptance of this agreement.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]

Accepted by:

[Recipient Signature (if sending a hard copy)]

[Recipient Printed Name]

[Recipient Title]

[Recipient Company Name]