

Invoice Payment Plan Agreement

Date: [Insert Date]

From:

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Email Address]

[Phone Number]

To:

[Client Name]

[Client Address]

[City, State, Zip]

Subject: Payment Plan Agreement for Invoice #[Invoice Number]

Dear [Client Name],

We hope this message finds you well. This letter serves as a formal agreement regarding the payment plan for Invoice #[Invoice Number], dated [Invoice Date], totaling [Invoice Amount].

As discussed, we have agreed to the following payment schedule:

- Initial Payment: [Amount] due by [Date]
- Second Payment: [Amount] due by [Date]
- Final Payment: [Amount] due by [Date]

Please ensure that all payments are made by the due dates to avoid any late fees. Feel free to reach out if you have any questions or need further clarification on the agreed terms.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]