

Renewal of Invoice Payment Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally propose the renewal of our Invoice Payment Agreement, originally set to expire on [Insert Expiration Date].

As per our previous agreement, the terms included [briefly outline terms of the original agreement]. We would like to continue this arrangement under the same terms, extending the agreement for an additional [insert duration].

If you are in agreement with this renewal, please sign below and return a copy at your earliest convenience.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Agreement Confirmation:

I, [Recipient Name], agree to the renewal of the Invoice Payment Agreement under the specified terms.

Signature: _____ Date: _____