

Quarterly Payment Cycle Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss and confirm the arrangement for the quarterly payment cycle for our ongoing agreement.

As per our previous discussions, I propose the following schedule for quarterly payments:

- 1st Quarter Payment: [Amount] due by [Due Date]
- 2nd Quarter Payment: [Amount] due by [Due Date]
- 3rd Quarter Payment: [Amount] due by [Due Date]
- 4th Quarter Payment: [Amount] due by [Due Date]

Please let me know if you agree with this arrangement or if there are any adjustments needed. I appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]