

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Subject: Confirmation of Down Payment and Balance Due Terms

Dear [Recipient Name],

We are pleased to confirm our agreement regarding your recent order (Order Number: [Insert Order Number]) with [Your Company Name]. This letter outlines the down payment and balance due terms associated with this transaction, as discussed.

Down Payment:

An initial payment of **[Insert Down Payment Amount]** is required to secure your order. This amount is due upon your acceptance of this agreement and must be received by [Insert Due Date for Down Payment].

Balance Due:

The remaining balance of **[Insert Balance Amount]** will be due on or before [Insert Final Payment Due Date]. Payment may be made via [List Acceptable Payment Methods, e.g., bank transfer, check, credit card].

Late Payment Terms:

Please note that any late payments are subject to a [Insert Late Fee Percentage]% late fee per month, accruing from the due date until payment is received. Additionally, failure to adhere to the payment schedule may result in a delay in delivery or cancellation of the order.

Adjustments and Inquiries:

Should you have any questions or require adjustments to the payment schedule, please contact us at [Insert Contact Information] prior to the payment due date.

We appreciate your business and look forward to fulfilling your order. Please confirm your acceptance of these terms by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted and Agreed By:

[Recipient Name/Title]

Date: _____