

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

[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Flexible Payment Terms Agreement

Dear [Recipient Name],

We appreciate the opportunity to continue our successful partnership and are committed to supporting your business needs. Following our recent discussions, we are pleased to confirm the agreement regarding flexible payment terms for Invoice # [Invoice Number] dated [Invoice Date], totaling [Invoice Amount].

Agreed Payment Schedule:

- Total Amount Due: [Invoice Amount]
- Number of Installments: [Number of Installments]
- Installment Amount: [Installment Amount] per installment
- Payment Due Dates: [List Due Dates or specify schedule, e.g. "on the 1st of each month, beginning [Start Date]"]

We understand the importance of flexibility and, as agreed, payments can be rescheduled within a [Grace Period, e.g., "5 business day window"] per installment upon written notice, without penalty.

Conditions:

- All payments must be completed by [Final Due Date].
- Any payment not received within the agreed period will incur a late fee of [Late Fee Amount or Percentage, e.g., "2% of the overdue amount per month"].
- If you experience any unforeseen financial difficulties, please contact us as soon as possible so we may discuss further adjustments if necessary.

We believe these terms provide the flexibility required while maintaining our mutual commitment. Please confirm your agreement to these terms by signing and returning a copy of this letter. If you have any questions or would like to discuss this further, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to continuing our productive collaboration.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]

Client/Recipient Acknowledgement & Agreement:

Signature: _____
Name: [Recipient Name]
Title: [Recipient Title]
Date: _____