

[Date]

[Payor Name]

[Payor Address]

[City, State, Zip Code]

RE: Third-Party Payment Arrangement for [Subsidiary Name]

Dear [Contact Person Name],

This letter confirms the agreement between **[Holding Company Name]** ("Holding Company") and **[Payor Name]** ("Payor") regarding the payment of obligations owed by **[Subsidiary Name]** ("Subsidiary").

1. Engagement: The Holding Company hereby engages the Payor to process and remit payments to designated vendors, creditors, or service providers on behalf of the Subsidiary.

2. Payment Terms: The Payor agrees to satisfy the invoices or financial obligations of the Subsidiary as directed by the Holding Company. All payments made by the Payor shall be treated as [Insert: Loans/Capital Contributions/Intercompany Transfers] to the Subsidiary.

3. Reimbursement: The Holding Company shall reimburse the Payor for the total amount of payments made, plus any agreed-upon administrative fees, within [Number] days of receiving an itemized statement.

4. Duration: This engagement shall commence on [Start Date] and continue until terminated by either party with [Number] days' written notice.

5. Governing Law: This agreement shall be governed by the laws of the State of [State Name].

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Name of Authorized Representative]

[Title]

[Holding Company Name]

Accepted and Agreed:

[Name of Authorized Representative]

[Title]

[Payor Name]

Date: _____