

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Purchase Price and Payment Terms for [Product/Service Name]

Dear [Recipient Name],

Following our recent discussions, this letter serves to formally outline the agreed-upon purchase price and payment terms regarding [Product/Service Name].

1. Purchase Price:

The total purchase price for the [Product/Service] is \$[Amount] (plus applicable taxes).

2. Payment Schedule:

- **Deposit:** A non-refundable deposit of \$[Amount] is due upon signing this agreement.
- **Installment 1:** A payment of \$[Amount] is due on [Date].
- **Final Balance:** The remaining balance of \$[Amount] is due upon [Delivery/Completion Date].

3. Method of Payment:

Payments shall be made via [Wire Transfer / Check / Credit Card] to the following account:
[Account Details].

4. Late Payment Terms:

Any payments not received by the due date will be subject to a late fee of [Percentage]% per month.

Please acknowledge your agreement to these terms by signing below and returning a copy to me by [Date].

Sincerely,

[Your Signature]
[Your Printed Name]

Acknowledgment and Acceptance:

[Recipient Name / Authorized Representative]

Date: _____