

Side Letter Agreement for Payment Terms Adjustment

Subject: Side Letter Agreement for Payment Schedule

Dear [Recipient's Name],

Following our discussions, this Side Letter Agreement amends the payment schedule outlined in our main agreement dated [insert date].

The revised payment terms are as follows:

- Payment Amount: [insert details]
- Payment Frequency: [insert details]
- Due Dates: [insert details]
- Method of Payment: [insert details]

All other terms of the original contract remain unchanged and fully binding. This letter simply modifies the payment schedule to accommodate both parties' current needs.

Please review and confirm your acceptance at your earliest convenience.

Yours sincerely,

[Your Name]

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