

[Date]

[Payee Name/Company Name]

[Address]

[City, State, Zip Code]

RE: Temporary Payment Pause Agreement for Account: [Account Number]

Dear [Contact Person Name],

This letter serves as a formal agreement between [Payer Name] ("Payer") and [Payee Name] ("Payee") regarding a temporary pause in scheduled payments for the aforementioned account.

The parties hereby agree to the following terms:

- **Pause Period:** Payments shall be suspended starting from [Start Date] and will resume on [End Date/Resume Date].
- **Deferred Amount:** The total amount of payments paused during this period is \$[Amount].
- **Repayment Plan:** The paused amount will be repaid by [Option: adding it to the end of the loan term / increasing future monthly payments starting on Date / a lump sum payment on Date].
- **Interest:** [Option: Interest will continue to accrue / Interest will be waived] during the pause period.
- **Late Fees:** No late fees or penalties will be assessed for the duration of this agreed pause period.

By signing below, both parties acknowledge and accept these temporary modifications to the original payment agreement. All other terms of the original contract remain in full force and effect.

Sincerely,

[Payer Signature]

[Payer Printed Name]

[Date]

[Payee Signature/Authorized Representative]

[Payee Printed Name/Title]

[Date]