

[Current Date]

[Payee Name/Company Name]

[Payee Address]

[City, State, Zip Code]

Subject: Confirmation of Mutual Agreement Regarding Post-Dated Checks

Dear [Name of Contact Person],

This letter serves as a formal confirmation of the mutual agreement reached between [Your Name/Company Name] and [Payee Name/Company Name] regarding the payment of [Purpose of Payment/Invoice Number].

As per our agreement, I am providing the following post-dated check(s) to settle the outstanding balance of [Total Amount]:

- Check Number: [0001] - Date: [Date] - Amount: [Amount]
- Check Number: [0002] - Date: [Date] - Amount: [Amount]
- Check Number: [0003] - Date: [Date] - Amount: [Amount]

By accepting these checks, [Payee Name/Company Name] agrees to hold and deposit each check only on or after the date written on the respective check. It is understood that these checks represent a commitment to pay and that all other terms of our existing agreement remain in effect.

Please acknowledge receipt of these checks and your agreement to these terms by signing and returning a copy of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

Acknowledgment and Acceptance:

I, [Name of Recipient], on behalf of [Payee Name/Company Name], hereby acknowledge receipt of the post-dated checks listed above and agree to the terms of deposit stated in this letter.

Signature: _____ Date: _____