

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company Address]
[City, State, ZIP Code]

Dear **[Recipient's Name]**,

Subject: **Letter of Commitment to Payment**

I am writing to formally commit to the payment of **[specific amount in currency]** owed to **[Recipient's Company]** for **[specific goods/services provided]**. This letter serves as a binding agreement that **[Your Company]** will fulfill its payment obligations under the terms and conditions outlined below.

1. **Payment Amount:**
 - The total amount due is **[amount in currency]**.
2. **Payment Schedule:**
 - The payment will be made in **[number]** installments as follows:
 - **[Amount in currency]** by **[specific date]**
 - **[Amount in currency]** by **[specific date]**
 - **[Amount in currency]** by **[specific date]**
3. **Payment Method:**
 - Payments will be made via **[specify payment method, e.g., bank transfer, check, etc.]** to the following account details:
 - Account Name: **[Account Name]**
 - Bank Name: **[Bank Name]**
 - Account Number: **[Account Number]**
 - Routing Number: **[Routing Number]**
4. **Late Payment Penalties:**
 - In the event of a late payment, **[Your Company]** agrees to pay a late fee of **[percentage or amount]** per **[day/week]** until the payment is made in full.
5. **Acknowledgment of Debt:**
 - **[Your Company]** acknowledges the debt of **[amount in currency]** and commits to paying it in full according to the schedule outlined above.
6. **Confidentiality:**
 - Both parties agree to keep the terms of this payment agreement confidential and not to disclose any details to third parties without prior consent.

We are committed to resolving this outstanding balance promptly and appreciate your cooperation and understanding. Please sign below to acknowledge your acceptance of this payment commitment.

Sincerely,

[Your Name]
[Your Title]
[Your Company]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]