

VIA REGISTERED MAIL
RETURN RECEIPT REQUESTED

{DATE}

{Buyer's Name}
{Address}
{City, State, ZIP}

Re: Extended Payment Terms Beyond 10 Days

Dear *{Name}*:

Pursuant to PACA regulations and statutory trust provisions, any payment terms beyond ten days must be reflected by a written agreement. In compliance with these regulations and provisions, this correspondence will confirm that payment terms for transactions entered into between *{Name of Seller}* and *{Name of Buyer}* shall be *{__}* days from receipt. In the event it becomes necessary to commence legal action to collect the sums due under such transactions, the prevailing party will be entitled to recover reasonable attorney fees and court costs incurred thereby.

Please indicate your agreement to these payment terms by signing below where indicated. After signing, please immediately fax a copy of your signature to me at *{fax number}* and then return the original to me in the enclosed self-addressed stamped envelope.

Thank you for your immediate attention to this matter.

Very truly yours,

{Name of Seller}

By:_____

Title:_____

SO AGREED:

{Name of Buyer}

By:_____

Title:_____

Date:_____