

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Letter of Agreement for Due Date Modification

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the modification of the due date for [specify the obligation, e.g., loan payment, project submission, etc.].

The original due date was set for [original due date]. After discussion, we have mutually agreed to modify the due date to [new due date].

All other terms and conditions outlined in the original agreement remain unchanged and in full effect.

Please sign below to acknowledge your acceptance of this modification.

Sincerely,

[Your Signature]
[Your Printed Name]

Agreed and Accepted:

[Recipient's Signature]
[Recipient's Printed Name]
[Date]