

Promise to Pay Letter

The buyer fills in and signs this letter to commit to a date for paying a past-due balance. The seller keeps the signed copy with the account.

Date (MM/DD/YYYY): _____

To (seller): _____

From (buyer, legal name): _____

Buyer's state cannabis license number: _____

Re: past-due balance

We acknowledge that we owe you the amount below for the invoices listed, and that the amount is correct.

Amount owed: _____

Invoice numbers: _____

We promise to pay it as follows:

Pay by (MM/DD/YYYY)	Amount	Method (e-check, ACH, check)

If we cannot make a payment on the date above, we will tell you in writing before that date. We understand that if a promised payment is missed, you may hold new orders or ship them cash on delivery, and may pursue the balance under our existing terms.

Signature

Printed name and title

Company

Phone or email

Not legal advice — have your counsel review it before you use it.