

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of our historical credit terms. As [Your Company Name] has seen significant changes in [mention any relevant factors, e.g., market conditions, sales volume], we believe that a reevaluation of our credit terms is necessary to continue fostering our mutually beneficial relationship.

We value our partnership and are committed to upholding the standards of business excellence that both our companies represent. An adjustment to our credit terms could enhance our operational efficiency and support shared growth goals.

I would appreciate the opportunity to discuss this request at your earliest convenience. Please let me know a suitable time for us to connect.

Thank you for considering our request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]