

Letter of Payment Term Negotiation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the payment terms outlined in our current contract for the [Project Name] construction project.

As we progress with the project, I would like to propose a revision to the payment schedule to better align with our cash flow needs and ensure the timely completion of work. Specifically, I would like to suggest [insert proposed payment terms].

I believe that this adjustment will not only support our ongoing efforts but also reinforce our commitment to delivering quality results on schedule. I am open to discussing this matter further and hope we can reach a mutually beneficial agreement.

Thank you for considering my proposal. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]