

Payment Term Negotiation Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the payment terms outlined in our consulting engagement agreement dated [Insert Agreement Date]. After careful consideration of the project scope and commitment, I believe it would be beneficial for both parties to renegotiate the payment terms to ensure a smoother collaboration.

Currently, the payment structure is as follows:

- Payment 1: [Insert details]
- Payment 2: [Insert details]
- Final Payment: [Insert details]

To better align our expectations and facilitate the project's success, I would like to propose the following adjustments to the payment terms:

- Adjustment 1: [Insert proposed changes]
- Adjustment 2: [Insert proposed changes]
- Adjustment 3: [Insert proposed changes]

I believe these adjustments will not only support our ongoing partnership but ensure that we are both aligned on our financial commitments throughout the consulting engagement.

I look forward to your feedback on this matter and am open to discussing any further considerations you may have. Please feel free to reach out to me via email or phone at your convenience.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]