

Letter of Payment Term Negotiation

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I am writing to discuss our current payment terms as we continue to strengthen our partnership.

While we greatly value the collaboration between [Your Company Name] and [Partner's Company Name], we believe that revisiting our payment terms could lead to a more mutually beneficial agreement moving forward. We understand that timely payments are crucial for both parties, and we would like to propose [insert your proposed payment terms].

We are open to discussing this further and would appreciate your insights on our proposal. Please let us know a convenient time for you to meet or if you prefer to discuss this via email.

Thank you for your attention to this matter. We look forward to your response and to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]