

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the current payment terms as outlined in our agreement dated [Insert Date]. As a small business, we continuously strive to ensure our mutual success and believe that adjusting the payment terms could be beneficial for both parties.

Currently, we are working with a payment term of [Current Payment Term]. However, due to [Brief Explanation of Reasons, e.g., cash flow challenges, business growth], we would like to propose a revision to [Proposed Payment Term].

We believe that this adjustment will not only help us maintain our operations effectively but also strengthen our partnership moving forward. We are committed to delivering [Your Products/Services] to your satisfaction and ensuring timely fulfillment of our obligations.

I would appreciate the opportunity to discuss this proposal further. Please let me know a convenient time for you, or feel free to reach out directly at [Your Phone Number] or [Your Email Address].

Thank you for your consideration, and I look forward to your response.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Your Position]

[Your Company Name]