

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to discuss the current payment schedule related to our agreements and to request a revisit of the payment terms.

Given the current circumstances, we believe that adjusting the payment schedule would be beneficial for both parties. We would appreciate the opportunity to discuss this matter and explore potential options that could accommodate our ongoing partnership.

We value our relationship with [Supplier's Company Name] and appreciate your understanding as we navigate these changes. Please let us know a suitable time for us to discuss this further.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]