

# Letter of Revising Payment Conditions

Date: [Insert Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this letter finds you well. We are writing to discuss the payment conditions outlined in our existing agreement. Due to [specific reasons for revising payment terms, e.g., changes in financial strategy, market conditions], we believe it is necessary to revise the payment conditions to ensure a sustainable partnership moving forward.

We appreciate your continued support and collaboration and would like to propose the following changes:

- Revised payment term from [Current Terms] to [Proposed Terms].
- Adjustment of payment due dates to [New Due Dates].
- [Any other relevant changes].

We believe these adjustments will benefit both parties and foster a more resilient working relationship. We are keen to discuss this with you at your earliest convenience. Please let us know a suitable time for a meeting or a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]