

Payment Terms Negotiation Letter

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the payment terms for our ongoing project [Project Name]. I appreciate the opportunity to collaborate and would like to propose some adjustments to ensure a smooth workflow.

Currently, the agreed payment terms are [Current Terms]. While I understand these terms, I would like to suggest the following modifications:

- **Advance Payment:** A deposit of [percentage]% prior to project commencement.
- **Milestone Payments:** Payments to be made upon completion of specified milestones.
- **Final Payment:** The remaining balance to be paid within [number of days] after project completion.

I believe these terms will facilitate a more effective collaboration and ensure that both parties are aligned throughout the project. I am open to discussing this further and would appreciate your feedback.

Thank you for considering my proposal. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio]