

Payment Conditions Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the payment conditions outlined in our existing agreement dated [Insert Agreement Date]. Due to [brief explanation of reason for adjustment, e.g., unforeseen circumstances, changes in cash flow, etc.], I believe that a modification would be mutually beneficial.

Specifically, I would like to propose the following adjustments:

- [Adjustment 1]
- [Adjustment 2]
- [Adjustment 3]

I appreciate your consideration of this request and am hopeful we can come to an agreement that works for both parties. Please feel free to reach out to me at [Your Phone Number] or [Your Email] to discuss this matter further.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]