

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the revised payment terms for our ongoing contract, as discussed during our last meeting. We appreciate your willingness to renegotiate and want to ensure that we are aligned moving forward.

Could you please provide details regarding the new payment timelines and any changes in the payment method? Additionally, any updates on the delivery schedules would be highly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]