

Negotiation for Extended Payment Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our existing partnership and the possibility of renegotiating the payment terms outlined in our current contract.

As we continue to navigate the evolving market conditions, we believe that extending the payment terms would enable us to maintain the quality of our collaboration and ensure timely delivery of services/products. Specifically, we would like to propose an extension of the payment due dates from [current terms] to [proposed terms].

We value our business relationship and are confident that this adjustment will benefit both parties in the long term. We are open to discussing alternative arrangements if you have any specific concerns.

Thank you for considering this request. I look forward to your response and am hopeful we can reach an agreement that works for both of us.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]