

# Payment Schedule Negotiation Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss our current payment schedule for the goods/services provided by your esteemed company.

Due to [briefly explain reason, e.g., unforeseen circumstances, budget changes], we are seeking to renegotiate the payment terms to better align with our current cash flow situation.

We value our partnership and appreciate the service you provide. Therefore, we would like to propose the following adjusted payment schedule:

- Initial Payment: [Insert Amount] on [Insert Date]
- Subsequent Payments: [Insert Amount] on [Insert Dates]

We believe this adjustment will not only assist us in fulfilling our obligations but will also ensure continued collaboration and mutual benefit.

Please let us know a convenient time to discuss this in further detail or if you require additional information from our end. We look forward to your understanding and support in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]