

Letter of Modification of Credit Terms

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. We are writing to discuss a modification to the existing credit terms under which we conduct business.

After reviewing our current agreement, we propose the following changes to the credit terms:

- Current Credit Limit: [Insert Current Credit Limit]
- Proposed Credit Limit: [Insert Proposed Credit Limit]
- Current Payment Terms: [Insert Current Payment Terms]
- Proposed Payment Terms: [Insert Proposed Payment Terms]

We believe these adjustments will foster better collaboration and streamline our processes.

Please let us know if you agree with these changes or if you would like to discuss this matter further. We appreciate your attention to this request and look forward to your response.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]