

Negotiation for Customized Payment Schedule

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our current payment arrangement regarding [specific project or service]. Due to [briefly explain the reason for needing a customized payment schedule], I would like to propose a modified payment plan that would better suit both our needs.

My proposed payment schedule is as follows:

- [Payment Amount 1] due on [Date 1]
- [Payment Amount 2] due on [Date 2]
- [Payment Amount 3] due on [Date 3]

I believe this adjusted schedule will allow us to continue our collaboration without any disruptions. I am open to discussing this matter further and am happy to consider any suggestions you might have.

Thank you for your understanding and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]