

Payment Negotiation Request

From: [Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To: [Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the payment terms associated with the recent work completed under our subcontract agreement dated [Insert Date].

As we have continued to uphold our commitment to delivering quality work on time, I would like to request a review of the payment schedule originally outlined in our contract. Due to [reason for negotiation, e.g., unexpected costs, project delays], I believe we need to discuss the possibility of adjusting the payment terms.

It would be greatly appreciated if we could schedule a meeting to discuss this matter further. I am confident that we can come to a mutually agreeable resolution. Please let me know your available times, and I will do my best to accommodate.

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

Sincerely,

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