

Negotiation of Monthly Payment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the current monthly payment terms associated with [specific service or product]. Given [reason for negotiation, e.g., changes in financial status, business conditions], I would like to propose a revision of the payment terms.

Currently, the agreed terms stipulate [insert current payment terms]. I would like to propose [insert your proposed terms], which I believe will allow us to continue our business relationship on mutually beneficial terms.

I appreciate your understanding and consideration regarding this matter. I am open to discussion and would be happy to work together to find a solution that works for both parties.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]