

Payment Terms Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Structured Payment Terms Suggestion

Dear [Recipient's Name],

I hope this message finds you well. Following our recent discussions regarding the upcoming contract, I would like to propose a structured payment plan that could benefit both parties.

Proposed Payment Terms

- Initial Deposit: [Percentage]% of the total amount due upon contract signing.
- Milestone Payments: [Details of milestones] to be paid upon completion of each stage.
- Final Payment: Remaining balance due upon project completion.

We believe that these terms provide a fair and manageable approach to ensuring timely payments while allowing for effective project management.

Please let me know your thoughts on this proposal, and feel free to suggest any adjustments or alternative suggestions you may have.

Looking forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]