

Request for Adjustment of Credit Terms

[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 formally request an adjustment of our current credit terms due to my recent relocation. As I have moved to a new area, the logistical costs associated with our transactions have changed, impacting our business operations.

For this reason, I would like to discuss the possibility of adjusting our credit terms to better align with our new circumstances. I believe that a modification in the terms will not only assist us during this transition but also strengthen our ongoing partnership.

I appreciate your consideration of this request and would be happy to discuss this matter at your earliest convenience. Please feel free to reach out to me via email or phone.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]