

# Letter of Payment Terms Modification

Sender's Name

Sender's Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title

Company's Name

Company's Address

City, State, Zip Code

Dear [Recipient's Name],

Subject: Modification of Payment Terms

I hope this message finds you well. I am writing to discuss the modification of our current payment terms as per our previous discussions.

After careful consideration, we propose the following changes to our payment terms:

- Original Payment Terms: [Original Terms]
- Proposed Payment Terms: [New Terms]

We believe that these changes will benefit both parties and enhance our ongoing business relationship. We kindly ask you to review these modifications and provide your feedback by [Response Deadline].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]