

Letter of Revised Payment Terms Negotiation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss our existing payment terms. Given the current circumstances and evolving market dynamics, I believe it is prudent for us to revisit and potentially revise our payment arrangements to better align with our business objectives.

As you know, timely payments are crucial for maintaining the flow of operations, and I propose that we consider the following revised payment terms:

- Extension of the payment deadline to [insert new deadline date].
- Adjustment of payment amounts to [insert new payment amounts].
- Possibility of installment payments over [insert time period].

I trust that these adjustments will foster a stronger partnership and ensure that we can continue our collaboration effectively. I am looking forward to your thoughts on this proposal, and I am open to discussing any modifications that would make these terms agreeable to both parties.

Thank you for considering this request. I am hopeful for a positive response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]