

Payment Terms Reinstatement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the reinstatement of the original payment terms that were previously in place between our companies.

Due to [reason for reinstatement request], we believe that reinstating the original payment terms will be beneficial for both parties involved. The previous terms were [brief description of previous terms], and they have been instrumental in maintaining a healthy business relationship.

Please let me know if you would be open to discussing this further. I appreciate your consideration of this request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]