

Reestablishing Payment Conditions

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss the current payment conditions related to our ongoing agreement [or specify any relevant service or product]. In light of recent circumstances, I would like to propose a re-evaluation of our payment terms.

As we have been experiencing [briefly explain the situation, e.g., financial challenges, changes in circumstances], I believe adjusting our payment conditions would be mutually beneficial. I would like to propose the following adjustments:

- [Proposed New Payment Terms 1]
- [Proposed New Payment Terms 2]
- [Proposed New Payment Terms 3]

I am confident that these adjustments will help us maintain a productive and positive partnership. Please let me know your thoughts on this proposal. I look forward to discussing this matter further and reaching an agreement that suits both parties.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]