

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revival of our previously established payment terms as outlined in our contract dated [contract date].

Due to [brief explanation of reasons for the request, e.g., changes in financial circumstances, increased business activity, etc.], we believe that reinstating our original payment terms would be mutually beneficial.

We value our partnership and are committed to maintaining a positive relationship with your company. Therefore, we kindly ask for your consideration in this matter. Please let us know if we could schedule a meeting to discuss this request further.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]