

Subject: Revision of Payment Terms

Dear [Recipient's Name],

I hope this message finds you well. We appreciate our partnership and the ongoing collaboration between our companies.

We would like to propose a revision to our current payment terms. Due to [brief reason for the revision, e.g., changes in market conditions], we believe that adjusting our payment schedule will enhance our mutual relationship and ensure timely operations.

We propose the following changes to the payment terms:

- New Payment Due Date: [insert date]
- Payment Method: [insert payment method]
- Late Payment Fee: [insert fee details, if applicable]

Please let us know your thoughts on this proposal. We are open to discussing it further to reach a mutually beneficial agreement.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]