

Letter of Solicitation for Payment Terms Reinstatement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the reinstatement of our previous payment terms regarding our outstanding account with your company.

As you are aware, due to [brief explanation of the reason for the payment delay, e.g., unforeseen circumstances, cash flow issues, etc.], our payments have fallen behind schedule. However, we have taken significant steps to address this situation and are now in a position to resume our regular payment schedule.

We value our partnership and would like to propose reinstating the original payment terms that were previously agreed upon. This adjustment will greatly assist us in managing our finances effectively and maintaining a positive relationship with your esteemed company.

Thank you for your understanding and consideration. I look forward to your prompt response so we can resolve this matter amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]