

Letter of Appeal for Revised Payment Terms

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a revision of our payment terms due to [briefly explain the reason, e.g., recent financial struggles, changes in revenue, etc.]. We value our relationship with [Company Name] and appreciate the support you have provided us thus far.

Currently, our payment terms are [insert current terms]. We kindly ask you to consider revising these to [propose new terms], which would greatly assist us in managing our cash flow effectively during this challenging period.

We are committed to fulfilling our obligations and believe that with adjusted payment terms, we can continue our partnership while ensuring timely payments. Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]