

# Subject: Proposal for Modification of Supplier Payment Timeline

Dear [Supplier's Name],

I hope this message finds you well. We value our partnership and appreciate the services you provide. However, I would like to discuss a modification to our current payment timeline.

Due to [reason for modification, e.g., changes in our cash flow, operational adjustments], we propose adjusting the payment terms from [current terms] to [proposed terms]. We believe this alteration will benefit both parties by [reason why the modification is beneficial].

We would like to schedule a meeting to discuss this matter further and address any concerns you may have. Please let us know your availability for the upcoming week.

Thank you for your understanding and cooperation. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]