

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the payment terms associated with our current agreement.

Due to [brief explanation of circumstances, e.g., unforeseen financial challenges, upcoming projects, etc.], I believe that adjusting the payment terms would be beneficial for both parties. Specifically, I am asking for [specific request, e.g., extended payment periods, adjusted payment amounts, etc.].

We value our relationship and are committed to fulfilling our obligations; however, this adjustment would greatly assist us in maintaining our partnership effectively.

Thank you for considering my request. I am looking forward to your positive response. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]