

# Proposal for Revised Supplier Payment Conditions

**Date:** [Insert Date]

**To:** [Supplier Name]

**From:** [Your Company Name]

**Subject:** Proposal for Revised Payment Conditions

Dear [Supplier Contact Name],

We hope this message finds you well. As a valued partner, we appreciate the support and quality of service you have provided us over the years.

In light of recent changes in our financial policies and market conditions, we would like to propose a revision to our existing payment terms. Our objective is to ensure a mutually beneficial relationship while maintaining the efficiency of our transactions.

## Proposed Changes:

- Current Payment Terms: [Insert Current Terms]
- Proposed Payment Terms: [Insert Proposed Terms]

We believe that these adjustments will help in maintaining a steady workflow and strengthen our partnership. We are open to discussing this further and addressing any concerns you may have.

Thank you for considering our proposal. We look forward to your prompt response and hope to reach a mutually satisfactory agreement.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]