

# Letter of Demand for Modification of Payment Conditions

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

**Recipient's Name**

Recipient's Position  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a modification to the current payment conditions stipulated in our agreement dated [insert agreement date]. Due to [briefly explain your reason, e.g., unexpected financial circumstances], I am finding it increasingly challenging to meet the current payment terms.

Specifically, I would like to propose [insert your proposed modified payment terms, e.g., an extension of payment deadlines, reduced payment amounts, etc.]. I believe that this adjustment will enable me to fulfill my obligations while ensuring our continued relationship and collaboration.

I appreciate your understanding and consideration of my request. Please let me know a suitable time for us to discuss this matter further. I look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]