

Request for Modified Payment Terms

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the payment terms related to our current agreement, due to [briefly explain reason, e.g., unforeseen financial circumstances, cash flow issues, etc.].

Currently, our payment terms are set at [current terms, e.g., net 30 days]. I would like to propose modifying these terms to [proposed terms, e.g., net 45 days or installment payments]. I believe this adjustment would help facilitate our ongoing relationship and ensure timely payments moving forward.

I appreciate your understanding and consideration of this request. I am open to discussing this matter further and hope we can come to a mutually beneficial agreement. Please let me know a convenient time for us to converse regarding this.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]