

# Rescheduling Payment Terms Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We hope this message finds you well. This letter is to formally discuss the outstanding dues that are currently due under our existing payment terms.

Due to unforeseen circumstances, we are requesting a rescheduling of the payment terms for the outstanding balance of [Insert Amount]. We propose the following revised payment terms:

- New Due Date: [Insert New Due Date]
- Instalment Amount: [Insert Amount if applicable]
- Number of Instalments: [Insert Number if applicable]

We believe that these new terms will provide some relief and allow us to maintain our positive business relationship. Please let us know if you are in agreement with this proposed change or if you would like to discuss it further.

Thank you for your understanding. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]