

# Proposal for Adjusted Payment Terms

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. As we continue our partnership, we would like to discuss and propose an adjustment to the current payment terms of our agreement.

Due to [reason for adjustment - e.g., unforeseen circumstances, cash flow issues, etc.], we believe that an adjustment to the payment terms would be mutually beneficial. We propose the following changes:

- Current Payment Terms: [Insert current terms]
- Proposed Payment Terms: [Insert proposed terms]

We are confident that these adjusted terms will allow us to continue to meet our obligations while ensuring a more stable partnership.

We would appreciate the opportunity to discuss this proposal further at your earliest convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]