

# Proposal for Revised Payment Terms

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss our current payment terms and propose a revision that I believe will benefit both parties.

After reviewing our existing agreement and considering recent developments, I propose the following revised payment terms:

- Payment Due Date: [New Proposed Due Date]
- Payment Method: [Proposed Payment Method]
- Discount for Early Payment: [Proposed Discount Terms]

These adjustments are aimed at improving our cash flow and ensuring timely services/products delivery. I am confident that this proposal can strengthen our partnership and streamline our financial transactions.

Please let me know a convenient time for us to discuss this proposal further. I look forward to your feedback.

Thank you for considering this proposal.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]