

Proposal for Modified Payment Terms

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose modified payment terms for our ongoing partnership. Given the recent changes in the market and our current business circumstances, we believe that adjusting the payment terms would be mutually beneficial.

Specifically, we would like to propose the following changes:

- Extension of the payment period from [current payment period] to [proposed payment period].
- Implementation of a [specific discount or interest rate] for early payments.
- Option to make partial payments for larger invoices.

We believe these modifications will help enhance our collaboration and ensure continued success for both parties. I am open to discussing this proposal further and addressing any concerns you may have.

Thank you for considering our request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]