

# Proposal for Rescheduling Payment Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a rescheduling of our current payment terms due to [briefly state the reason, e.g., unforeseen circumstances, changes in cash flow].

We value our relationship with [Recipient's Company] and want to ensure that we meet our obligations while also managing our financial commitments effectively. Therefore, I would like to suggest the following revised payment plan:

- **Original Payment Due Date:** [Original Date]
- **Proposed New Payment Due Date:** [New Date]
- **Payment Amounts:** [Details of any installment payments or changes to payment amounts]

I believe this adjustment will allow us to continue our partnership on solid ground. I am open to discussing any alternatives or adjustments you might suggest to better accommodate your needs as well.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]