

Subject: Request for Renegotiation of Payment Terms

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

[Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss our current payment terms as outlined in our agreement dated [insert date]. Due to unforeseen circumstances affecting our cash flow, we find ourselves in a position where we need to consider renegotiating these terms.

We value our partnership and are committed to maintaining a positive business relationship. In light of the current situation, we kindly request your understanding and consideration in modifying the payment terms to [proposed terms, e.g., extended payment period, installment payments, etc.].

I believe that this adjustment will not only facilitate our continued partnership but also ensure that we can meet our obligations without compromising the quality of our service.

Thank you for considering our request. I am looking forward to your understanding and hoping we can discuss this matter at your earliest convenience. Please feel free to reach out to me directly at [your phone number] or [your email address].

Warm regards,

[Your Name]
[Your Position]
[Your Company]