

Request for Reduced Payment Terms

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reduction in the payment terms for the outstanding invoices dated [insert dates]. Due to [briefly explain reason for request, e.g., unexpected financial difficulties, business downturn, etc.], I am currently unable to meet the original payment schedule.

I kindly ask for your consideration in allowing me to extend the payment terms to [insert proposed terms, e.g., 30 days instead of 15 days]. I believe this adjustment will provide the necessary time to manage my finances effectively and maintain our business relationship.

I appreciate your understanding and support in this matter. Please let me know if we can discuss this further or if you require any additional information from my side.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]