

# Negotiation of Payment Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the recent decision regarding our request for an extension of the payment terms associated with our account.

We understand that the request was denied; however, we would like to present our case for reconsideration. Due to [brief explanation of circumstances, e.g., unexpected financial strain, market fluctuations, etc.], we believe an extension would greatly benefit both parties in ensuring uninterrupted service and a continued positive relationship.

We value our partnership with [Company Name] and are committed to fulfilling our obligations. Thus, we propose the following terms as a potential compromise: [insert proposed payment extension terms, e.g., an additional 30 days, partial payments, etc.].

We are confident that this adjustment will not only assist us but also support your ongoing business objectives. We kindly ask you to reconsider our request and look forward to your positive response.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]