

Letter for Renegotiation of Credit Terms

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss our current credit terms and explore possibilities for renegotiation. Given the evolving market conditions and our ongoing partnership, I believe there is a mutual benefit in reviewing these terms.

As our business has grown, we have experienced changes in our cash flow and operational needs. We would like to propose a meeting to discuss adjusting the payment terms to better align with our current business model while still respecting the valuable services and products you provide.

We appreciate the quality and reliability of your supplies and wish to continue our strong relationship. Please let us know your available times for a discussion in the coming weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]