

Payment Terms Adjustment Request

Sender Name: [Your Name]

Sender Address: [Your Address]

City, State, Zip Code: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

Recipient Name: [Recipient Name]

Recipient Company: [Recipient Company]

Recipient Address: [Recipient Address]

City, State, Zip Code: [Recipient City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the payment terms associated with our current contract, [Contract Number/Name].

Due to [briefly explain the reason, e.g., changes in project scope, increased materials costs, etc.], we find ourselves in need of more flexible payment terms to ensure the smooth continuation of our working relationship.

We kindly request the following adjustments:

1. [Adjustment 1, e.g., Extended payment period to 60 days]
2. [Adjustment 2, e.g., Payment installments for larger invoices]

We believe these changes will facilitate better cash flow management and allow us to continue delivering high-quality work in a timely manner. We greatly value our partnership and are eager to find a mutually beneficial solution.

Thank you for considering this request. I look forward to your response and hope we can discuss this matter at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]