

Payment Terms Review

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient's Company Name]

Subject: Review of Payment Terms

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing efforts to enhance our partnership, we would like to take the opportunity to review the current payment terms established between our companies.

We believe that revisiting these terms can help ensure a smoother transaction process and strengthen our collaboration. We would appreciate your insights and any suggestions you may have regarding this matter.

Please let us know a convenient time for you to discuss this further, either via a call or in a meeting.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]