

Invoice Payment Agreement Renewal Request

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of our existing Invoice Payment Agreement, which is set to expire on [Insert Expiration Date]. Our partnership has greatly benefited both parties, and we are keen to continue this positive relationship.

We believe that renewing our agreement will allow us to [briefly mention benefits or specifics of the partnership]. We are therefore proposing the following terms for the renewal:

- Payment Terms: [Insert Payment Terms]
- Duration: [Insert Duration]
- Additional Conditions: [Insert Any Additional Conditions]

We appreciate your consideration of this request, and we are open to discussing any adjustments or suggestions you may have. Please let us know a convenient time for you to discuss this further.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]