

Request for Reevaluation of Payment Terms

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We greatly value our ongoing relationship with [Company Name] and appreciate your understanding and collaboration in our business dealings.

We are writing to formally request a reevaluation of our current payment terms. Due to [brief explanation of circumstances, e.g., cash flow issues, market conditions], we believe modifications to the existing arrangement could benefit both parties and sustain our partnership.

We propose the following changes to our payment terms:

- [Proposed change 1]
- [Proposed change 2]
- [Proposed change 3]

We believe these adjustments would facilitate smoother transactions and strengthen our business relationship. We are open to discussing this matter further and would welcome any input you may have.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]