

Request to Modify Invoice Payment Options

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to the payment options available for our recent invoice #[Invoice Number]. Due to [brief reason for the request, e.g., changes in cash flow], I would like to propose the following adjustments:

- [Option 1: Describe new payment option or terms]
- [Option 2: Describe additional option or terms, if applicable]

I believe these modifications will allow us to meet our obligations more effectively while maintaining our business relationship with you. I would greatly appreciate your consideration of this request and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]