

# Alternative Invoice Payment Terms Proposal

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

We greatly value our collaboration and are always seeking to enhance our business relationship. In light of this, we would like to propose an alternative set of payment terms for our invoices that we believe may benefit both parties.

Current Terms: [Current Payment Terms]

Proposed Terms: [Proposed Payment Terms] (e.g., Net 30, 50% upfront, etc.)

We believe that these new terms could improve cash flow management for both of us. We are committed to ensuring that this adjustment works for your processes, and we are open to discussing any concerns you may have.

Thank you for considering our proposal. Please let us know a convenient time to discuss this further.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company]