

Revised Invoice Payment Terms Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revision of the payment terms on invoice [Invoice Number] dated [Invoice Date] due on [Original Due Date].

In light of recent developments, we would appreciate if you could extend the payment terms to [New Proposed Due Date] and adjust any related conditions accordingly. This change will greatly assist us in managing our current financial situation.

Thank you for considering this request. We value our partnership and appreciate your understanding in this matter. Please feel free to reach out if you have any questions or need further information.

Looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]