

Request for Revision 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. I am writing to formally request a revision of the payment terms previously agreed upon in our contract dated [Insert Contract Date]. Due to [reason for revision, e.g., changes in cash flow, project scope, etc.], we would like to propose the following adjustments:

- Current Payment Terms: [Insert Current Terms]
- Proposed Payment Terms: [Insert Proposed Terms]

We believe that these revised terms will benefit both parties and help facilitate a smoother transaction process. We appreciate your understanding and attention to this matter.

Please let us know a convenient time for you to discuss this request further, or if you require any additional information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]