[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[SUPPLIER’S / VENDOR’S NAME]

[SUPPLIER’S / VENDOR’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Revised Payment Terms**

Dear [Recipient’s Name],

I hope this message finds you well. We are writing to request a revision of the payment terms outlined in our agreement dated [AGREEMENT DATE] for [*specific product/service, e.g., “monthly IT support services”*].

**Current Terms**:

The current payment terms require [*describe existing terms, e.g., “payment within 30 days of invoice receipt”*].

**Proposed Revision**:

We propose the following revised terms for your consideration:

* [*New proposed terms, e.g., “Payment within 60 days of invoice receipt,” or “installment-based payment schedule”*].
* [*Include reason for request, e.g., “This adjustment will better align with our cash flow requirements and ensure the timely settlement of all invoices.”*]

We value our partnership with [VENDOR NAME] and remain committed to maintaining a strong and mutually beneficial relationship. If needed, we would be happy to discuss this request further and explore potential alternatives that work for both parties.

Please let us know your thoughts on this proposal at your earliest convenience. You can reach me directly at [Email Address/Phone Number].

Thank you for your attention to this matter, and we look forward to your response.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]