

Sample Business Letter: Request for Revised Payment Terms

This document provides a **sample business letter with revised payment terms request**, demonstrating a professional approach to negotiating new payment conditions between parties. The letter clearly outlines the proposed changes to payment deadlines or installment plans, aiming to foster mutual understanding and maintain positive business relationships. It serves as a guide for drafting concise, polite, and effective correspondence to facilitate financial arrangements and ensure timely payments while accommodating the needs of both the sender and recipient.

Sample Letter

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. We sincerely value our ongoing partnership with [Recipient's Company Name] and appreciate the collaborative relationship we have established over the years.

Due to [briefly explain the reason, such as "recent changes in market conditions" or "temporary cash flow constraints"], we are reaching out to request a revision of our current payment terms for invoice(s) #[relevant invoice numbers, if applicable].

We kindly propose to adjust the payment terms from [current payment period, e.g., "Net 30 days"] to [requested payment period, e.g., "Net 45 days"], or alternatively, to establish a revised installment plan as follows:

- [Detail the proposed installment plan, e.g., "50% payment upon receipt of invoice, remaining 50% within 30 days"]

We believe these revised terms will help us to continue fulfilling our obligations efficiently and without interruption. Please be assured that this request is made in the interest of sustaining our strong business relationship, and we remain committed to meeting all agreed-upon obligations.

We are open to discussing this proposal further and welcome any suggestions you may have to reach a mutually beneficial arrangement. Please let us know your thoughts at your earliest convenience.

Thank you very much for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]