[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Response to Your Request for Payment Terms Adjustment**

Dear [Customer’s Name],

Thank you for reaching out to us with your request to adjust the payment terms for your account with [COMPANY NAME]. We value your business and understand that flexibility is sometimes needed to support our customers.

After reviewing your request, we are pleased to offer the following revised payment terms:

* [*New Payment Terms, e.g., “Extended due date to [new date],” “Flexible installment options,” or “Discounted early payment incentives.”*]
* [*Additional Conditions, if applicable, e.g., “Subject to timely payment of installments.”*]

If you agree to these revised terms, please confirm by [*specific deadline*], so we can finalize the adjustment and update your account details accordingly.

Should you have any further concerns or require additional adjustments, please feel free to reach out to us at [Email Address/Phone Number]. We are here to help and want to ensure that our solutions meet your needs effectively.

Thank you for your continued partnership.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]