

## **SAMPLE LETTERS FOR CHANGING TERMS**

### **Change to COD:**

Thank you for the recent payment, which brings your account to "current" status.

We structure our pricing to provide the lowest possible cost to our customers. This pricing does not include margins to cover the additional expenses of payment beyond our regular terms. In reviewing the payment history for your account, we note there has been a consistent pattern of delinquency. At this time, we are withdrawing the credit terms, and we will offer COD terms for all future orders.

If you have questions about this change, please contact me directly.

---

### **Change to 50% CIA and balance COD:**

Thank you for your recent purchase order. As a result of past due activity, your account terms have now been changed to COD (cash on delivery). All orders will require a 50% deposit at the time of the order, and the remaining balance will be due at the time of delivery.

We will gladly revisit open terms of sale when the current balance of your account has been paid in full.

Please forward your company check in the amount of the deposit for this purchase order.

If you have any questions about this change, please feel free to contact me directly.

---

### **Change to CIA:**

After careful consideration of your account payment history, your terms of sale have been changed to cash in advance. This means we will require payment of the order prior to shipment.

At your request, we will be happy to re-evaluate this decision from time to time.

Please contact me directly with any questions.