

Payment Term Negotiation

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We would like to express our appreciation for our ongoing partnership and the quality of products provided by your company.

As we continue to navigate the current economic climate, we are reaching out to discuss our existing payment terms outlined in our agreement dated [Insert Agreement Date]. After careful consideration, we believe adjusting these terms can strengthen our collaboration further.

We propose the following terms for negotiation:

- Extend payment terms from [current terms] to [proposed terms].
- Introduce early payment discounts of [percentage] for payments made within [number of days].
- [Any additional terms you wish to propose].

We believe these adjustments will provide both our companies with greater flexibility and support our continued partnership. We would appreciate the opportunity to discuss this proposal in more detail and would be happy to schedule a meeting at your earliest convenience.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]