

Letter of Discussion on Supplier Payment Flexibility

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Supplier Name]
[Supplier Position]
[Supplier Company Name]
[Supplier Company Address]
[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. I am writing to discuss our current payment terms and explore potential flexibility in our arrangements. As we strive to strengthen our partnership, it is essential to consider how we can adjust our payment processes to benefit both parties.

Due to recent market challenges, we are interested in discussing options such as extended payment terms or installment plans that will help us manage our cash flow while ensuring timely payments for your services/products.

I would appreciate the opportunity to discuss this further and find a mutually agreeable solution. Please let me know a convenient time for you to have a meeting.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]