

Supplier Payment Plan Negotiation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. We are writing to discuss our current payment terms and explore the possibility of negotiating a revised payment plan that better aligns with our financial situation.

As you know, [briefly explain your company's current financial situation, e.g., "due to unforeseen circumstances, our cash flow has been temporarily affected."]. We greatly value our partnership with [Supplier Name] and want to ensure that we continue to honor our commitments with you.

We propose to adjust our payment schedule to [insert proposed plan, e.g., "extend payments over the next three months."]. This would enable us to manage our resources more effectively while ensuring that our obligations to you are met in a timely manner.

We believe this new arrangement will be beneficial for both parties, and we are open to discussing any alternative solutions you may consider appropriate.

Thank you for your attention to this matter. We look forward to your understanding and hope to reach a mutually agreeable arrangement. Please feel free to contact us at [your phone number] or [your email address] to discuss this further.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]