

Letter to Supplier Regarding Payment Terms

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We would like to discuss the current payment terms established between our companies. Over the past few months, we have been reviewing our financial operations, and we believe that adjusting the payment terms could benefit both parties.

We appreciate the quality of service and products you provide and wish to maintain a strong relationship moving forward. To facilitate our discussions, we would like to propose a meeting to review our existing payment terms and explore possible adjustments.

Please let us know your availability for a meeting in the coming week. We look forward to your response and hope to reach an agreement that works for both of us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]