

Application for Extended Vendor Payment Terms

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Vendor's Name]
[Vendor's Company Name]
[Vendor's Company Address]
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an extension of our payment terms from [current payment terms] to [requested payment terms]. As we navigate through ongoing operational challenges, this adjustment would greatly assist us in managing our cash flow effectively while continuing to fulfill our commitments to your esteemed company.

We value our partnership and appreciate the quality of service you provide, which is why we are committed to ensuring that our business relationship remains strong during these times. By extending our payment terms, we would be in a better position to stabilize our operations and maintain our regular orders with you.

Thank you for considering our request. I am looking forward to your positive response. Please feel free to reach out if you need further information or a discussion regarding this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]