

Confirmation of Extended Payment Terms

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Confirmation of Agreed Extended Payment Terms

Dear [Vendor Contact Name],

We would like to formally confirm the discussion held on [insert date of discussion] regarding the extension of payment terms for our ongoing partnership. We appreciate your agreement to modify the terms to ensure a consistent supply of goods.

The new payment terms are as follows:

- Payment Terms: [Insert New Payment Terms]
- Effective Date: [Insert Effective Date]
- Duration: [Insert Duration]

We believe that these adjusted terms will foster our ongoing collaboration and enhance the supply chain efficiency. Please acknowledge receipt of this letter and confirm your acceptance of the new terms.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]