

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Position]

[Vendor's Company]

[Vendor's 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 due to the seasonal fluctuations impacting our cash flow.

As you are aware, our business experiences significant variations in revenue during certain periods of the year. These fluctuations are primarily influenced by [briefly explain the factors causing seasonal fluctuations]. To ensure that we can continue our mutually beneficial partnership, we kindly request an adjustment in our payment terms to [proposed new terms].

We value our relationship with your company and believe that this adjustment will allow us to maintain our commitments to you while navigating these seasonal challenges.

Thank you for considering our request. I am happy to discuss this matter further and explore any other options that might be available. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company]