

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. As we continue to prioritize our financial management strategies, we are exploring options that may enable us to enhance our cash flow and optimize our operational efficiency.

We would like to inquire about the possibility of extending our payment terms with your company. Specifically, we are interested in understanding if there are options available that would allow us to settle invoices over a longer period, without impacting our current service agreements.

Your partnership is invaluable to us, and we believe that adjusting payment terms could strengthen our collaboration and support our mutual goals.

Could you please provide us with information regarding any potential for extended payment terms? We would appreciate your guidance on this matter and any considerations we need to take into account.

Thank you for your attention to this request. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]