

Justification for Extended Vendor Payment Terms

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Title: [Your Title]

Company: [Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Vendor Name],

We value our partnership and the services you provide to [Your Company Name]. Over the past months, we have been navigating a challenging economic landscape that has impacted our cash flow. To continue our operations effectively and maintain our strong relationship with your team, we are requesting an extension of our vendor payment terms from [Current Terms] to [Proposed Terms].

Extending our payment terms would significantly enhance our liquidity, allowing us to manage our resources more efficiently while ensuring timely payments on our end. We believe this change will ensure that we remain a reliable partner and fully meet our obligations to you moving forward.

We appreciate your consideration of this request and are open to discussing this matter further. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]