

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. As we continue to grow our partnership and navigate through the evolving market landscape, I would like to discuss the possibility of extending our payment terms.

Over the past [duration of partnership], we have significantly increased our collaboration, resulting in [specific achievements or growth metrics]. Given this positive trajectory, we believe that adjusting our payment terms to [proposed new terms] would better reflect our partnership's strengths and the trust we've built together.

We value our relationship with [Vendor's Company Name] and are committed to maintaining open communication as we pursue mutual growth. This adjustment would not only ease our cash flow management but also enable us to invest further in our shared goals.

I would appreciate the opportunity to discuss this proposal further. Please let me know a convenient time for us to connect.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email]