

Proposal for Extended Vendor Payment Terms

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. We appreciate the partnership we have built with [Vendor's Company Name] and value the quality of service you provide.

To further strengthen our collaboration and enhance our mutual business growth, we propose extending the payment terms from [current terms] to [proposed terms]. This adjustment would allow us to manage our cash flow more effectively and invest further in our partnership, ultimately benefiting both parties.

We believe that this change will foster a more collaborative environment and enable us to take on larger projects together. We are committed to maintaining transparency and mutual support throughout this process.

Thank you for considering our proposal. We are happy to discuss this in further detail and answer any questions you may have. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]