

Request for Extended Vendor Payment Terms

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. As a valued partner, we appreciate the ongoing relationship between our companies and the quality service you provide.

To enhance our cash flow management and continue to meet our obligations promptly, we are reaching out to request an extension in our payment terms from [current terms] to [proposed terms]. This adjustment will greatly assist us in sustaining our operations as we navigate the current market challenges.

We believe that this change will not only benefit our cash flow but also strengthen our partnership, allowing us to continue placing orders with you without delays.

Thank you for considering our request. I am happy to discuss this further at your convenience. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]