

Vendor Payment Negotiation

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, ZIP Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss our current payment terms and address some cash flow challenges we have been experiencing recently.

As you know, our business has faced unexpected circumstances that have impacted our cash flow. We value our partnership and the quality of services/products you provide, and we want to ensure that we can continue working together harmoniously.

To navigate these challenges, we would like to propose a temporary adjustment to our payment schedule. Specifically, we are requesting an extension on our payment terms from [Current Terms] to [Proposed Terms] for the next [Duration]. This adjustment will significantly help us manage our cash flow and maintain our ongoing relationship.

We are committed to honoring all outstanding balances and will revert to the original terms following this period. We appreciate your understanding and support during this time.

Please let us know a convenient time to discuss this matter further. Thank you for considering our request, and we look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]