

# Vendor Payment Negotiation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to discuss our outstanding invoices, specifically [Invoice Numbers/Descriptions], totaling [Total Amount]. As we have been experiencing some financial constraints, I would like to propose a consolidation of these invoices to facilitate our payment process.

By consolidating these invoices, we aim to streamline our payments and ensure that we can settle our dues more effectively. I propose the following terms:

- Consolidated total amount of [Proposed Total Amount]
- Suggested payment deadline: [Insert Date]
- Any applicable discounts or adjustments for early payment

We value our partnership and are committed to maintaining a strong relationship. We hope that you will consider this request and look forward to your understanding and support.

Thank you for your attention to this matter. Please let me know a convenient time for us to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]