

Vendor Payment Negotiation

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Subject: Negotiation for Partial Payments

Dear [Vendor's Name],

I hope this message finds you well. I am reaching out regarding our recent invoice #[Invoice Number] dated [Invoice Date] for [Total Amount]. We truly value the partnership we have with your company and appreciate the quality of service you provide.

Due to [brief explanation of the circumstances, e.g., unforeseen financial constraints, cash flow issues, etc.], we are currently unable to process the full payment. We would like to propose a negotiation for partial payments to settle this invoice. Our suggested payment plan is as follows:

- First payment of [Amount] due by [Date]
- Second payment of [Amount] due by [Date]
- Final payment of [Amount] due by [Date]

We believe this arrangement could mutually benefit us and maintain the integrity of our ongoing relationship. We are committed to fulfilling our obligation and ensuring that payments are made as agreed.

Please let me know if this proposal works for you, or if you have any alternative suggestions. I am available for a discussion at your earliest convenience.

Thank you for understanding. I look forward to your response.

Best Regards,

[Your Name]

[Your Position]

[Your Company]