

Vendor Payment Negotiation Proposal

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this letter finds you well. I am writing to discuss our current outstanding balance and propose a mutually beneficial payment plan that is manageable for our company.

Due to [brief explanation of reasons, e.g., economic conditions, cash flow issues], we are currently facing challenges in meeting the payment terms we initially agreed upon. We value our partnership and wish to maintain a positive relationship as we work through this situation.

Therefore, I would like to propose the following payment plan:

- Initial Payment: [Amount] due by [Date]
- Subsequent Payments: [Amount] due on [Frequency, e.g., monthly] for [Duration]

We believe this plan will allow us to settle our account while maintaining our cash flow effectively. We are committed to fulfilling our obligations and appreciate your understanding of our current situation.

Please let us know if you are open to discussing this proposal or if there are any other options that you would recommend. I look forward to your response and appreciate your consideration.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]