

# Vendor Payment Negotiation Request

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 current payment terms and to request an extension in our payment plan. Due to [briefly explain reason, e.g., recent cash flow changes, upcoming projects], we would greatly appreciate your consideration in extending our payment terms from [current terms] to [requested terms].

This adjustment would greatly assist us in managing our obligations while continuing to foster our mutually beneficial relationship. We are committed to ensuring timely payments, and this extension would help us to maintain our financial stability.

We value our partnership with [Vendor Name] and hope to reach a mutually agreeable solution. I look forward to your response and appreciate your understanding regarding our request.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]