

# Request for Early Settlement of Vendor Agreement Benefits

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an early settlement of benefits under our current vendor agreement dated [Insert Agreement Date]. Due to [brief explanation of reasons, e.g., changes in business circumstances, financial needs], I find it necessary to explore the possibility of settling these benefits earlier than the original terms stipulate.

As per our agreement, I understand the conditions surrounding early settlement, and I am hopeful we can arrive at a mutually beneficial solution. Please let me know if there are any documents or information you require from my side to facilitate this request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]