

Request for Extended Payment Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

I hope this letter finds you well. We appreciate our ongoing partnership and the quality of service you provide. We are reaching out to request an adjustment to our current payment terms.

Due to [brief explanation of reason, e.g., recent changes in cash flow, business expansion, etc.], we would like to request extended payment terms from [current terms] to [requested terms]. We believe this change would greatly assist us in managing our financial commitments more effectively while continuing to collaborate with your esteemed company.

We highly value our relationship with [Supplier Company Name] and are committed to upholding our obligations. We are confident that this modification will benefit both parties and allow us to maintain a positive working relationship.

Thank you for considering our request. I would be happy to discuss this matter further at your convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]