

Subject: Request for Negotiation on Payment Terms

Dear [Supplier's Name],

I hope this message finds you well. We greatly value our partnership with [Supplier's Company Name] and appreciate the quality products and services you provide.

As we continue to navigate the financial dynamics in our industry, we would like to discuss the possibility of modifying our current payment terms. Our goal is to ensure sustainability for both our companies, and we believe that more favorable payment conditions could enhance our collaboration.

We propose the following adjustments to our payment terms:

- Extending payment deadlines from [Current Terms] to [Proposed Terms].
- Introducing early payment discounts if applicable.
- Establishing a tiered payment structure for larger orders.

We are confident that these adjustments will benefit both parties and strengthen our ongoing relationship. We would appreciate the opportunity to discuss this matter further and explore potential solutions together.

Thank you for considering our request. Please let us know a time that works for you to arrange a meeting or a call.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]