

# Letter of Negotiation for Extended Payment Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss our current payment terms for the services/goods provided by [Vendor's Company]. We value our partnership and the quality of the products/services you provide.

Given the current economic climate and cash flow considerations, we would like to propose an adjustment to our payment terms. We believe that extending our payment terms from [current terms] to [proposed terms] could be mutually beneficial.

This adjustment would allow us to manage our cash flow more effectively while continuing to order from your company without interruption. We appreciate the quality support you have offered and are hopeful that together we can find a feasible solution.

We are open to discussing this proposal further at your convenience. Please let me know a suitable time for us to connect. Thank you for your understanding and consideration.

Best regards,

[Your Name]

[Your Position]

[Your Company]