

## **Meeting Request: Payment Terms Alignment**

Dear [Vendor's Name],

I hope this message finds you well. We would like to schedule a meeting to discuss and align our payment terms to ensure a smooth and mutually beneficial partnership.

Please let us know your availability for a meeting next week. We are open to adjusting times to accommodate your schedule.

Thank you for your cooperation. We look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]