

# Vendor Payment Terms Adjustment Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We would like to discuss the current payment terms associated with our account. Due to [reason for the adjustment request, e.g., changes in cash flow, business growth, or operational changes], we are requesting an adjustment to the payment terms as follows:

- Current Terms: [Insert Current Terms]
- Proposed Terms: [Insert Proposed Terms]

We believe that these adjusted terms will benefit both parties and strengthen our ongoing relationship. We value your partnership and look forward to your understanding and support.

Thank you for considering our request. We are open to discussing this matter further at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]