

Vendor Net Terms Adjustment Request

Date: [Insert Date]

To,
[Vendor's Name]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to formally request an adjustment to our current net terms which are set at [Current Terms, e.g., Net 30 days].

Due to [brief explanation of the reason for the request, e.g., changes in our cash flow cycle], we would greatly appreciate it if you could consider adjusting our payment terms to [Proposed New Terms, e.g., Net 45 days].

We value our relationship with your company and believe that this adjustment will facilitate our continued partnership. Please let me know if we can discuss this further or if you require any additional information to process our request.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]