

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, ZIP]

Dear [Vendor Name],

I hope this message finds you well. I am writing to discuss our current payment terms and to inquire if there is any flexibility regarding our upcoming payment schedule.

Given the current circumstances, we would greatly appreciate any adjustments you might be willing to accommodate. This would help ensure that our continued partnership remains strong and mutually beneficial.

Thank you for considering this request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]