

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As we continue to strengthen our partnership, we would like to discuss our current payment terms to ensure mutual understanding and alignment.

Currently, our payment terms are set at [Current Payment Terms]. We would appreciate your feedback and any suggestions you may have regarding these terms.

We believe that discussing these terms openly will help us maintain a healthy and efficient working relationship. Please let us know your availability for a meeting to discuss this further. We are looking forward to your response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]