

# Application for Early Payment Terms

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request consideration for early payment terms for our ongoing partnership. As a valued client, we appreciate the opportunities and support offered by [Recipient Company Name].

Given our current financial planning and cash flow needs, an earlier payment schedule would greatly assist us in managing our operational expenses more effectively. We believe that this adjustment could enhance our business relationship and further our mutual interests.

We are willing to discuss any terms and conditions that would be necessary to facilitate this request. Thank you for considering our application, and I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]