

# Request for Expanded Promotional Credit Terms

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request expanded promotional credit terms for our account with [Recipient's Company]. As we continue to grow our business and strengthen our partnership, additional credit flexibility would greatly enhance our ability to manage cash flow while maximizing our purchasing potential with your esteemed company.

Over the past [duration], we have consistently met our payment obligations and maintained a positive relationship. With the upcoming [specific events or projects], we believe that expanded credit terms would not only benefit our operations but also contribute to increased sales for both parties.

We kindly ask for your consideration of this request and are open to discussing any terms that may be required. Thank you for your attention to this matter, and I look forward to your favorable response.

Best regards,

[Your Name]

[Your Title]

[Your Company]