

Inquiry for Extended Payment Terms

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the payment terms for our current agreement. Due to [briefly explain the reason, e.g., unforeseen circumstances, cash flow challenges], we are seeking to adjust our payment schedule.

We highly value our partnership with [Recipient Company] and believe that extending the payment terms will allow us to continue fulfilling our obligations effectively. We would like to discuss this matter further and explore potential options that could be beneficial for both parties.

Please let me know a convenient time for us to discuss this request. Thank you for considering our inquiry.

Best regards,

[Your Name]

[Your Position]

[Your Company]