

Letter of Understanding

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We hope this message finds you well. We understand that you are currently facing some challenging circumstances, and we want to take a moment to express our support during this tough time.

As valued partners, we appreciate the relationship we've built over the years and understand that external factors can impact business operations. We want to assure you that we are committed to working collaboratively as we navigate through this period.

To this end, we propose the following adjustments to our current arrangements:

- Extended payment terms for outstanding invoices.
- Temporary reduction in order volume.
- Regular check-ins to discuss your progress and any additional support needed.

We believe that open communication and flexibility will help us both emerge stronger from these challenges. Please feel free to reach out if there is anything specific you would like to discuss or if there are other ways we can assist you.

Thank you for your continued partnership. We stand by you during this difficult time and look forward to overcoming these challenges together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]