

Letter of Appeal for Improved Payment Terms

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss our current payment terms and to propose a potential adjustment that would benefit both our companies.

As you know, our partnership has been vital to [Your Company Name]. However, given recent changes in our financial landscape, we believe that improved payment terms could enhance our cash flow management. We are requesting a [specific adjustment, e.g., extension of payment terms from 30 days to 60 days] to better align with our operational needs.

We are confident that this adjustment will not only support our stability but will also enable us to continue our valuable relationship with [Supplier's Company Name]. We truly value the quality of service and products you provide, and we want to ensure we can maintain our commitments to you.

I would appreciate the opportunity to discuss this request in detail, and I am open to any suggestions that you may have to facilitate this adjustment. Please let me know a convenient time for us to connect.

Thank you for considering our appeal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]