

Subject: Request for Extended Payment Terms

Dear [Vendor's Name],

I hope this message finds you well. As a valued partner, we appreciate the strong relationship we have built over the years. I am writing to discuss our current payment terms and to propose an adjustment that could benefit both of our businesses.

Due to [brief explanation of situation - e.g., seasonal fluctuations, unexpected expenses], we are seeking to negotiate extended payment terms for our invoices. Specifically, we would like to request an extension from [current payment terms] to [proposed payment terms]. This change will help us manage our cash flow more effectively while ensuring that we can continue to meet our obligations to your company.

We believe that this adjustment will also allow us to place larger orders in the future, ultimately benefiting your business as well. We greatly value your understanding and support during this time.

Please let us know a convenient time for you to discuss this proposal further. We are eager to find a solution that works for both parties.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]