

Request for Adjustment of Payment Terms

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

I hope this message finds you well. We truly appreciate the partnership we have built with [Supplier's Company Name] and the quality of products/services you provide.

We are reaching out to discuss the current payment terms outlined in our agreement. Due to [brief reason for the request, e.g., changes in cash flow, business expansion], we would like to propose an adjustment to our payment terms.

Specifically, we would like to request [specific payment terms adjustment, e.g., extending the payment period, offering discounts for early payments]. We believe that this adjustment would be mutually beneficial and help us continue our partnership effectively.

We would appreciate your consideration of our request, and we are open to discussing this further at your earliest convenience. Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]