

Suggestion for New Payment Arrangements

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. As we continue to strengthen our partnership, I would like to propose new payment arrangements that could benefit both of our organizations.

Given the evolving market conditions and our aim to maintain a healthy cash flow, I suggest the following payment terms:

- Extended payment period from 30 days to 45 days.
- Incentives for early payments such as a [specific percentage]% discount.
- Flexible payment options including [bank transfer, credit terms, etc.].

I believe that these adjustments can enhance our business relationship and provide greater financial stability for both parties. I am keen to discuss this further at your earliest convenience.

Thank you for considering this suggestion. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]