

Application for Extended Supplier Credit

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to formally request an extension of our supplier credit terms with [Supplier Company Name]. Due to [brief explanation of reason, e.g., increased business operations, seasonal fluctuations], we believe that an extended credit period will support us in [immediate business goals such as managing cash flow, purchasing inventory, etc.].

Currently, our credit terms are [current terms, e.g., 30 days], and we would like to propose extending this to [proposed terms, e.g., 60 days]. We value our partnership with [Supplier Company Name] and will make every effort to meet the revised payment schedule.

Please find attached [any relevant documents, e.g., financial statements, purchase orders, etc.] for your consideration. We appreciate your continued support and understanding in this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]