

# Proposal for Improved Early Payment Terms

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We value our partnership with [Supplier Name] and appreciate the quality service and products you provide.

We are reaching out to discuss an opportunity to enhance our payment terms, specifically regarding early payment options. Given our consistent order volume and strong commitment to our partnership, we believe that establishing improved early payment terms could be mutually beneficial.

We propose the following terms: [Insert proposed terms, such as a percentage discount for payment within a specified period]. We believe this adjustment will not only help us manage cash flow more efficiently but also strengthen our ongoing relationship.

We would appreciate the opportunity to discuss this proposal further and explore how we can work together to implement these changes. Please let us know a convenient time for you to meet or if you prefer to discuss this over a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]