

Financial Assistance Request

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Position]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. I am writing to formally request financial assistance in light of recent circumstances that have affected our ability to fulfill our obligations.

As you are aware, [Brief explanation of the situation leading to the request for assistance]. This has put a strain on our cash flow, and we are exploring options to stabilize our finances.

We value our partnership with [Supplier Company Name] and have always prioritized meeting our commitments. Therefore, we would appreciate your consideration of our request for financial assistance. This support would greatly aid us in navigating this challenging period and allow us to continue our operations smoothly.

We are hopeful for a positive response and are open to discussing any terms or conditions you may have regarding this assistance.

Thank you for considering our request. Please feel free to reach out to me at [Your Phone Number] or [Your Email] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]