

# Request for Extended Payment Terms

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Person],

I hope this message finds you well. I am writing to discuss our current payment terms and to request an extension on our payment period.

As you know, our business has been experiencing [brief explanation of the financial situation or circumstances leading to this request]. In order to stabilize our operations and ensure we can continue to meet our commitments, we kindly request an extension of the payment terms from [current payment terms] to [requested payment terms].

We value our partnership with [Supplier's Company Name] and are committed to honoring our obligations. We believe that this temporary adjustment will allow us to continue our business relationship without disruptions.

Thank you for considering our request. We appreciate your understanding and support during this time. Please let us know if you would like to discuss this matter further or if there are any forms or procedures we need to complete.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]