

Letter of Flexible Payment Terms Arrangement

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our ongoing partnership, we would like to discuss a potential arrangement for flexible payment terms that could benefit both of our companies. In light of recent market conditions, we believe that introducing more adaptable payment structures would optimize our business transactions.

We propose the following flexible payment terms:

- Payment Period: [e.g., 30, 60, or 90 days]
- Discounts for Early Payments: [e.g., 2% discount if paid within 10 days]
- Installment Payments: [e.g., splitting payments into two or three installments]

We believe that these terms could enhance our cash flow and ensure timely payments for services rendered. We would appreciate your feedback on this proposal and any suggestions you may have.

Thank you for considering this arrangement. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]