

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Advance Payment Request

We hope this message finds you well. We are writing to formally request an advance payment for the upcoming order of [describe goods/services, e.g., "100 units of Product XYZ"], which is scheduled for delivery on [expected delivery date].

In accordance with our agreement dated [date of agreement], we kindly request an advance payment of [specify amount or percentage of total cost], which will assist us in [briefly explain purpose, e.g., "securing the necessary materials and manufacturing capacity"].

Details of the transaction are as follows:

- Order Number: [insert order number]
- Payment Amount: [insert amount]
- Payment Method: [specify method, e.g., bank transfer, cheque]
- Due Date for Advance Payment: [insert due date]

Please confirm your acceptance of this request at your earliest convenience. We appreciate your cooperation and look forward to your prompt response.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]