

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Request for Advance Payment

Dear [Supplier's Name],

We hope this message finds you well. We are writing to request an advance payment for the upcoming order of [specific goods/services] scheduled for delivery on [delivery date].

Order Details:

- Order Number: [Order Number]
- Description: [Description of goods/services]
- Total Amount: [Total amount]
- Requested Advance Payment: [Amount]

This advance payment will assist us in securing the necessary resources and ensuring timely delivery. As discussed, we anticipate this will be credited toward our total invoice amount upon completion of the order. We appreciate your prompt attention to this matter and look forward to continuing our productive partnership. Please let us know if you need any further information or documentation to facilitate this request.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]