

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company 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 [briefly explain the purpose, e.g., "the upcoming order of materials for our project"]. The details of the transaction are as follows:

- ****Order Number:**** [Insert Order Number]
- ****Description of Items/Services:**** [Insert description]
- ****Total Amount Due:**** [Insert total amount]
- ****Requested Advance Payment Amount:**** [Insert amount]

As per our agreement, we would like to request an advance payment of [percentage or amount] to facilitate a timely delivery and ensure the successful completion of our project.

We appreciate your understanding and cooperation in this matter. Please let us know if you require any further information or documentation to process this request.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]