

Subject: Request for Advance Payment

Dear [Supplier's Name],

I hope this message finds you well.

We would like to discuss the possibility of arranging an advance payment for our upcoming order of [specific goods/services]. Given our ongoing partnership and the mutual benefits it brings, we believe that this request aligns with our shared goals.

The details of the order are as follows:

- Order Number: [Order Number]
- Total Amount: [Total Amount]
- Advance Amount Requested: [Advance Amount]
- Payment Due Date: [Due Date]

We appreciate your cooperation and support in this matter. Please let us know if you require any additional information or documentation to facilitate this request.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]