

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request the consideration of advance payment terms for our ongoing project [Project Name/Description]. Due to [briefly explain reason, e.g., increased project costs, supplier payments, etc.], we believe that advance payment would be mutually beneficial and allow us to maintain the project's momentum.

We propose [specific terms you are requesting, e.g., a percentage of the total project cost in advance] to facilitate seamless execution of the project. We are confident that this arrangement will enhance our collaboration and ensure timely delivery of quality work.

Thank you for considering our request. I am happy to discuss this further at your earliest convenience.

Warm regards,

[Your Name]
[Your Position]
[Your Company]