

[Your Name]
[Your Position]
[Your Company Name]
[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: Request for Partial Advance Payment

I hope this message finds you well. I am writing to discuss our ongoing order [Order Number/Description] placed with your esteemed company on [Order Date].

In light of the project's current status and to facilitate timely procurement, we would like to request a partial advance payment of [specific amount or percentage] of the total order value of [Total Amount]. This advance will assist in covering initial costs and ensure that the production timeline remains on schedule.

We greatly value our partnership and believe that this arrangement will be mutually beneficial. Please let us know if you need any additional information or documentation to process this request.

Thank you for your understanding and support. We look forward to your prompt response.

Warm regards,

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