

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

[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Company Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Request for Advance Payment

I hope this message finds you well.

We are reaching out to request an advance payment for the upcoming order of [Product/Service] with reference number [Order Reference Number]. As discussed, the total amount for this order is [Total Amount], and we kindly ask for an advance payment of [Requested Advance Amount] to facilitate the efficient processing and timely delivery of the goods. We greatly value our partnership and appreciate your understanding in this matter. Please let us know if you require any further details or documentation to proceed with this request.

Thank you for your attention to this matter.

Best regards,

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