

[Your Company Letterhead]

[Your Company Name]

[Your 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 Advance Payment Approval

We hope this letter finds you well.

We are writing to formally request your approval for an advance payment of [amount] against our current order of [description of goods/services] that is scheduled for delivery on [delivery date]. This advance payment is intended to ensure the timely processing and fulfillment of our order.

We greatly value our partnership and appreciate your support in facilitating this request. The advance payment will assist in [brief explanation of why advance payment is needed, if necessary].

Please find attached any necessary documentation for your reference. We kindly ask for your prompt approval so we can proceed without delay.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]