

[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 writing to formally request an advance payment for our recent order of [product/service description], placed on [order date]. Due to [reason for advance payment request, e.g., project timelines, financial arrangements], we believe an advance payment of [amount] would facilitate the timely execution of our agreement.

As per our agreement, the terms of payment stipulate [reference any relevant terms]. We appreciate your understanding and support in this matter.

Please let us know if you require any further documentation or clarification. We look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

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