

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Proposal for Advance Payment

We hope this letter finds you well. We are writing to propose an advance payment arrangement for our upcoming orders. To ensure timely delivery and to strengthen our partnership, we believe that an advance payment would be mutually beneficial.

Details of the Proposal:

- \*\*Total Order Amount:\*\* [Insert Amount]
- \*\*Proposed Advance Payment Percentage:\*\* [Insert Percentage]%
- \*\*Amount of Advance Payment:\*\* [Insert Amount]
- \*\*Reason for Advance Payment:\*\* [Briefly explain reason, e.g., material procurement, production scheduling]
- \*\*Expected Delivery Date:\*\* [Insert Date]

We understand the importance of maintaining a good relationship and are confident that this arrangement can foster improved cooperation between our companies. We kindly request your confirmation of this proposal or any recommendations you may have for adjustments.

Thank you for considering our proposal. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]