

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Request for Advance Payment

We hope this message finds you well. We are writing to formally request an advance payment for the upcoming order of [describe the product/service] scheduled for delivery on [delivery date].

To ensure timely processing and uninterrupted service, we kindly request an advance payment of [specific amount or percentage] by [deadline]. This will assist us in securing the necessary resources and materials to fulfill the order as per our agreed terms.

We appreciate your understanding and cooperation in this matter. Please let us know if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]