

Letter to Suggest a Payment Scheme to a Supplier

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I am writing to you in order to have a negotiation on the payment scheme that we decided last week. After a careful analysis of my budget and the current financial issues that I am facing, I see that the scheme that we discussed will not be suitable for me so I am writing to you another plan which is hereunder;

Is it possible that we divide that payment into three installments? If you allow me to pick up 2/3 of the stock on first installment and the rest of the stock on the last installment, it will not only be easy for me to pay but will also not burden my finances since I cannot afford to pay in one installment. I expect that this scheme will be suitable for you and I hope this will also not burden you. Kindly let me know what you say regarding this plan so that we continue by signing agreement letter on the upcoming meeting. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-