

# Sample Inquiry Letter for Supplier Payment Terms

This sample inquiry letter for **supplier payment terms** is designed to formally request clarification and confirmation of the payment conditions agreed upon between a buyer and a supplier. It typically includes inquiries about payment deadlines, available payment methods, early payment discounts, and any penalties for late payments. Such a letter helps ensure clear communication, avoid misunderstandings, and establish a mutually beneficial payment arrangement that supports smooth business transactions.

## Sample Inquiry Letter

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Contact Name],

I hope this letter finds you well. We greatly value our ongoing business relationship and appreciate your reliable supply of goods/services to our company.

As part of our internal review and financial planning process, we would like to confirm and clarify the payment terms associated with our current and future transactions. Kindly provide detailed information regarding the following:

- The standard payment deadlines and due dates for invoices.
- The accepted payment methods (e.g., bank transfer, cheque, credit card, etc.).
- Availability of early payment discounts, if any, and applicable terms.
- Any late payment penalties or interest charges we should be aware of.
- Other relevant payment-related conditions or requirements.

Please send us your official payment terms in writing at your earliest convenience. Clear communication of these terms will help us ensure timely processing of payments and contribute to the smooth continuation of our business collaboration.

Thank you for your attention to this matter. If you require any further details or documentation from our side, please let us know.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]