

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to inquire about your standard payment terms and conditions as part of our ongoing discussions regarding a potential business relationship.

To ensure a clear understanding and mutually beneficial collaboration, we kindly request detailed information regarding the following:

- Standard payment schedules (e.g., net 30, net 60 days)
- Available early payment discounts or incentives
- Credit limits and eligibility criteria
- Accepted payment methods (bank transfer, cheque, etc.)
- Any applicable late payment penalties or fees
- Other relevant financial arrangements or policies we should be aware of

Understanding these terms in advance will help us ensure smooth and transparent transactions as well as foster a strong and lasting business partnership with your company.

We appreciate your timely response and look forward to your detailed reply. If you require any further information from our side, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Email Address]

[Phone Number]