

## Letter to Suppliers

[Your Name]

[Designation]

[The Company's Name]

[Address]

[Date]

[Addressee's Name]

[Designation]

[The Company's Name]

[Address]

Subject: Regarding extension of credit term

Dear [Sir/ Madam / Name],

Greetings of the day!

I hope you and your family are in a good state of health in these tough times. As we are aware of the unexpected disastrous situation globally, New South Wales is no exception. In these challenging times, survival is the biggest challenge that humans and corporate entities are facing.

First of all, I would like to express my gratitude towards your credit supply, as it would have never been possible for me to run the business without your kind support and facilities. But, unfortunately, every entity, including my business organisation, faces tremendous adverse effects and downsides of the shaken economy. Owing to the vicious cycles of lockdowns, the cash flow has become almost stagnant, and the business is at its lowest verge ever in terms of monetary returns.

Being a business owner, I have responsibilities of the payment of rent to the landlord and salaries to the employees who earn their bread and butter by working for this business. I do not have any means to meet these ends at this juncture, let alone creating any profits. The

biggest challenge right now is to survive in the market at any cost. To recoup the losses when the situation stabilises, I need your support to survive at the moment.

I have been a sincere purchaser to you for **[Insert number of years/months]** years/ months now and have always made sure not to cause you any problems and do not default in any way. However, owing to the unforeseeable and inevitable conditions surrounding my business, I request you to support its survival in these challenging times kindly.

My most humble and sincere request is to kindly consider the holistic picture of the situation and extend the credit term for the outstanding payments. Then, after the situation stabilizes and once the business survives, I assure you of the entire amount.

I would be grateful for your kind consideration and affirmative response. I pray for your well-being and good health for your loved ones.

Many thanks for considering my request.

Yours sincerely,

**[Your Name and Signature]**