[Company Letterhead or Logo]

May 17, 2025

# Subject: Supporting Our Supplier Enablement Program

To Our Valued Supplier,  
  
At [Your Company Name], we’re always looking for ways to improve how we work with our suppliers. That’s why we’re supporting a supplier enablement program designed to simplify payments and strengthen our partnership.  
  
As part of this program, we’re offering:  
- XX Faster payments through a card acceptance program  
- Digital payment methods (like virtual cards) with more controls and protection for you  
- Less paperwork and easier reconciliation  
  
These changes are completely optional at this point, but we believe they can help improve cash flow, save time, and make doing business with us even smoother.

## Next Steps

Please let us know how you’d like to proceed by selecting one of the following options:  
  
☐ Accept – I would like to participate in the program and receive faster payments.  
☐ Decline – I prefer to continue with our current payment terms and methods.  
☐ Counter – I’m open to participating but would like to propose different terms.  
  
To respond, you can email us directly at [Contact Email] or return a signed copy of this letter with your selection to company@company.com

We appreciate your partnership and look forward to continuing to work together. We at COMPANY NAME always prefer suppliers and partners who embraces our digital and transformation initiatives. If you have any questions, don’t hesitate to reach out.  
  
Best regards,  
[Your Full Name]  
[Your Job Title]  
[Your Company Name]  
[Email Address]  
[Phone Number]