

Early Payment Discount Request

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. As a valued partner, we appreciate the quality of service and products that your company provides us.

We are reaching out to discuss the possibility of an early payment discount for our upcoming invoice #[Insert Invoice Number], which is due on [Insert Due Date]. Our company is looking to improve cash flow management, and we believe that taking advantage of early payment could be mutually beneficial.

We would like to propose a discount of [Insert Percentage] if we can settle this invoice by [Insert Early Payment Date]. We believe this arrangement can strengthen our relationship and promote timely transactions in the future.

Thank you for considering our request. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]