

Early Settlement Payment Discount Proposal

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this letter finds you well. As part of our ongoing effort to maintain a strong relationship with your esteemed company, we would like to propose an early settlement payment option for our upcoming invoice, [Invoice Number], due on [Due Date].

We value your partnership and would like to offer you a [X]% discount on the total invoice amount if we can settle the payment by [Early Settlement Date]. We believe this arrangement will be mutually beneficial and encourage timely transactions.

Please let us know your thoughts on this proposal by [Response Deadline]. We look forward to your positive response and to continuing our successful partnership.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]