

Proposal for Early Payment Terms

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We appreciate the strong partnership that we have built over the years with [Supplier's Company Name]. As we continue to grow our businesses, we would like to discuss the possibility of negotiating early payment terms for our outstanding invoices.

By adopting early payment terms, we believe it can lead to mutual benefits, including:

- Improved cash flow management for both parties.
- Potential discounts on future purchases.
- Strengthened supplier-client relationship.

We propose to discuss the following terms:

1. A [specific percentage] discount for invoices settled within [specific number] days.
2. Flexible terms that allow us to adjust based on our purchasing needs.
3. A review of the arrangement every [specific period] to ensure it meets both parties' needs.

We would appreciate the opportunity to meet at your convenience to further discuss this proposal. Please let us know a suitable time for you.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Email Address]

[Phone Number]