

Request for Favorable Early Payment Discount

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

I hope this message finds you well. We have greatly appreciated the quality of your products and the ongoing support your team has provided.

As we continue to strengthen our partnership, we would like to discuss the possibility of implementing an early payment discount on our invoices. With the consistent volume of orders we place, an early payment discount would greatly aid in our cash flow management and enhance our purchasing capabilities.

We propose a discount of [proposed percentage]% for payments made within [proposed number of days] days of the invoice date. We believe this will not only benefit our operational efficiency but also encourage timely payments and foster a deeper collaboration between our companies.

We would be grateful if you could consider this request and advise us on the feasibility of such an agreement. We look forward to your positive response and hope to continue growing our business relationship.

Thank you for your attention to this matter.

Warm regards,

[Your Name]

[Your Position]