

Request for Supplier Discount on Early Payments

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Position]
[Supplier's Company Name]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We have greatly appreciated the quality of products and services you provide to [Your Company Name]. As part of our financial strategy to enhance cash flow and strengthen our business relationship, we are reaching out to request consideration for an early payment discount on our future invoices.

We believe that by implementing a discount for early payments, we can ensure timely transactions while also facilitating a more efficient accounting process for both parties. We are committed to maintaining prompt payments and would therefore like to propose a [specific percentage]% discount for payments made within [specific time frame] after the invoice date.

We trust that this arrangement will be mutually beneficial, and we look forward to your positive response. Thank you for considering our request. Should you have any questions or need further discussion, please feel free to reach out to me directly.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]