

Supplier Agreement for Early Payment Discounts

Date: [Insert Date]

To,

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We are pleased to confirm our agreement regarding early payment discounts for the goods and services provided by your esteemed company. This letter outlines the terms of our agreement:

Agreement Terms

- **Discount Rate:** [Insert Discount Rate]% on invoices paid within [Insert Number] days.
- **Eligible Invoices:** All invoices issued from [Insert Start Date].
- **Payment Method:** Payments will be made via [Insert Payment Method].
- **Adjustment of Terms:** Any changes to these terms must be agreed upon in writing by both parties.

By signing below, both parties agree to the terms outlined in this letter regarding early payment discounts.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]

[Supplier Representative Name]
[Supplier Position]