

Application for Early Payment Benefits

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally request early payment benefits related to our current supply agreement dated [Insert Agreement Date].

As part of our commitment to strengthening our business relationship and enhancing cash flow efficiency, we seek to initiate early payment for our outstanding invoices. We believe that this arrangement would benefit both parties by ensuring prompt payments while allowing you to manage your cash flow more effectively.

We kindly request that you review our request and provide us with the necessary details regarding the terms and conditions associated with the early payment benefits, including any applicable discounts or fees.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]