

Letter of Clarification on Vendor Early Settlement Policy

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Vendor Name]

[Vendor Company Name]

[Vendor Company Address]

[City, State, ZIP Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to clarify certain aspects of our early settlement policy as it pertains to our ongoing partnership.

As per our agreement, early settlement refers to the expedited payment process implemented for invoices settled before the due date. This policy is designed to enhance our cash flow management while also providing incentives for our valued vendors.

Should an invoice be settled early, [insert details about any discounts or benefits applicable]. We believe that this practice will create a mutually beneficial arrangement, contributing to the sustainability of our business relationship.

If you have any questions or require further clarification regarding this policy, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]