

# Vendor Early Settlement Confirmation

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to confirm the early settlement options discussed regarding our recent transactions. We appreciate your willingness to work with us on this matter.

Per our discussion, the early settlement options are as follows:

- Option 1: [Details of option 1]
- Option 2: [Details of option 2]
- Option 3: [Details of option 3]

Please review the options and confirm your acceptance by [Insert Date]. If you have any questions or require further clarification, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]