

Inquiry Regarding Early Settlement Discounts

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to inquire about the possibility of early settlement discounts for our upcoming invoices. As we value our partnership with [Vendor's Company Name], we are interested in exploring potential cost savings through early payments.

Could you please provide information regarding any available early settlement discounts, including the terms and conditions? We would like to understand how we can benefit from this arrangement while continuing to maintain our strong working relationship.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]