

Notification of Early Payment Incentives

Dear [Vendor Name],

We are pleased to inform you about our Early Payment Incentive Program designed to reward our valued vendors for timely invoicing and payment processing.

If you submit your invoices within [number] days after your service delivery, you will be eligible for:

- A [percentage]% discount on the total invoice amount.
- Priority processing of future invoices.

To participate, please ensure that your invoices are submitted within the designated time frame. This program aims to foster a stronger partnership and improve cash flow for both parties.

If you have any questions, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]