

Proposal for Early Settlement Terms

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this letter finds you well. We value our partnership with [Vendor Company Name] and appreciate the services and products you provide us.

We would like to propose a revision of our current payment terms to facilitate early settlement of our outstanding invoices. This initiative aims to enhance our cash flow management while providing you with quicker access to funds.

Specifically, we propose the following terms:

- Early payment of invoices within [Number] days of receipt.
- A discount of [Percentage]% off the total invoice amount if paid early.
- Prompt processing of any disputes to ensure timely payments.

We believe that these adjustments will foster a stronger partnership between our companies and improve our business operations overall.

We look forward to your feedback on our proposal and hope to reach an agreement that benefits both parties. Please feel free to contact me directly at [Your Contact Information] to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]