

Rejection of Early Settlement Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

Dear [Vendor Name],

We appreciate your request for early settlement of our outstanding invoices dated [insert dates]. After careful consideration, we regret to inform you that we are unable to approve your request for early settlement at this time.

Our current business policies and financial plans do not allow us to expedite payments beyond our established terms. We understand that this may be disappointing, and we hope to continue our partnership on existing terms.

If you have any further questions or would like to discuss this matter, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]