

Reminder for Early Payment Benefits Eligibility

Dear [Vendor's Name],

This is a friendly reminder regarding your eligibility for early payment benefits with [Your Company Name]. As we approach the deadline, we would like to ensure you have all the necessary information to take advantage of this opportunity.

According to our records, you are eligible for this program due to your consistent partnership and timely service delivery. We encourage you to review the terms and conditions associated with the early payment benefits to maximize your rewards.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]