

Notice of Early Payment Discount Program

Dear Valued Customer,

We are excited to announce the launch of our Early Payment Discount Program, designed to reward our clients for prompt payments.

Effective [Start Date], customers who pay their invoices within [Number] days will receive a discount of [Percentage]% off the total amount due. This initiative aims to enhance our partnership and support your cash flow management.

Program Details:

- **Eligibility:** All invoiced clients
- **Discount:** [Percentage]% on invoices paid within [Number] days of the due date
- **Example:** An invoice of \$[Invoice Amount] paid within the discount period would amount to \$[Discounted Amount].

To take advantage of this program, please make your payments promptly. We appreciate your continued partnership and look forward to supporting your business needs.

If you have any questions, feel free to reach out to us at [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]