

Early Payment Discount Terms Clarification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the early payment discount terms that were discussed in our previous correspondence.

As per our agreement, we offer a [X%] discount on the total invoice amount for payments made within [number of days] days from the invoice date. This discount is applied to the net amount before any taxes or additional charges.

Please note that to qualify for this discount, the payment must be received by us no later than [specific date]. If you have any questions or need further details regarding these terms, feel free to reach out.

We appreciate your business and look forward to your timely payment.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]