

Letter of Negotiated Early Payment Discount

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the possibility of implementing an early payment discount for our ongoing projects.

As we continue our collaboration, we believe that an early payment option could provide mutual benefits by enhancing cash flow for both parties. Specifically, we propose offering a [percentage]% discount on invoices settled within [number of days] days from receipt of the invoice.

This arrangement would not only incentivize timely payments but also strengthen our business relationship by fostering trust and collaboration.

Please let us know a convenient time to discuss this proposal further. We're looking forward to your feedback.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]