

# Appeal for Prompt Payment Discount

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the prompt payment discount associated with our recent transaction dated [insert transaction date] (Invoice #[insert invoice number]).

Due to [briefly explain reason, e.g., unforeseen financial constraints], we kindly request your consideration for the application of the agreed-upon prompt payment discount.

We value our partnership and are committed to fulfilling our financial obligations in a timely manner. We believe that this discount will greatly assist us in managing our accounts effectively.

Thank you for your attention to this matter. We appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]