

Early Payment Offer

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As a valued partner, we appreciate your continued business and support. To further enhance our collaboration, we would like to propose an early payment offer related to your outstanding invoices.

In consideration of your timely payment, we are pleased to offer you a [discount percentage]% discount on the total amount due, applicable if payment is received by [specific early payment deadline date]. This offer not only helps you save but also allows us to optimize our cash flow.

Details of the outstanding invoice are as follows:

- Invoice Number: [Invoice Number]
- Original Amount: [Original Amount]
- Discounted Amount (if paid early): [Discounted Amount]

We believe that this early payment offer will benefit both parties. Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for your attention and we look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]