

Letter of Demand for Payment Discount

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Demand for Payment Discount for Timely Settlement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the consideration of a payment discount related to invoice number [Invoice Number], dated [Invoice Date], amounting to [Invoice Amount].

As per our agreement, a discount of [Discount Percentage] is applicable if the payment is made by [Due Date]. Given my timely settlement of this invoice on [Payment Date], I kindly ask that you apply the agreed-upon discount to my account.

Please let me know if any additional information is required to process this request. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]