

Request for Early Payment Incentive

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an early payment incentive for Invoice #[Invoice Number], dated [Invoice Date], which is currently due on [Due Date].

As a valued partner, we appreciate our ongoing collaboration and your timely payments. To further enhance our business relationship, we would like to propose an early payment incentive, where we offer a [specific percentage or dollar amount] discount on the total invoice amount if payment is received by [Early Payment Date].

We believe this incentive will not only benefit our cash flow but also strengthen our partnership. Please let us know if you are open to this arrangement.

Thank you for considering our request. I look forward to your positive response.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]