Request for Preferential Payment Discount

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a preferential payment discount for our upcoming transaction due on [Insert Due Date]. As a loyal customer of [Company Name], we have consistently appreciated the quality of your services/products and the positive relationship we have built.

Due to [briefly explain reason, e.g., budget constraints, bulk order, etc.], we would like to request a [percentage]% discount on this payment. We believe this request is reasonable considering our long-standing partnership and timely payments in the past.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]