

# LETTER OF ACKNOWLEDGMENT

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We would like to take this opportunity to express our gratitude for the early payment discount you have provided on invoice #[Invoice Number]. We appreciate your prompt service and commitment to our business relationship.

By applying this discount, you have helped us manage our cash flow more effectively, and we value your support in this regard. Please note that we have processed the payment of [Payment Amount] with the agreed-upon early payment discount deducted.

Thank you once again for your cooperation. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]