

Confirmation of Early Payment Discount Arrangement

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are writing to confirm our agreement regarding the early payment discount arrangement specified in our recent discussions. We appreciate your willingness to offer an early payment discount on invoices.

Details of the arrangement are as follows:

- Discount Rate: [Insert Discount Percentage]
- Applicable Invoices: [Insert Invoice Numbers or Dates]
- Payment Terms: [Insert Payment Terms]
- Discount Period: [Insert Start and End Dates]

Please acknowledge this letter by signing and returning a copy to us by [Insert Response Date]. We look forward to our continued partnership and appreciate your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]