

Follow-Up on Outstanding Early Payment Discount

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our previous discussion regarding the outstanding early payment discount for invoice [Invoice Number], dated [Invoice Date]. As per our agreement, we were supposed to receive a discount for early payment made on [Payment Date].

As of today, we have not seen any adjustments reflected in our account. We would appreciate your assistance in resolving this matter at your earliest convenience. If you need any further information or documentation from our end, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]