

Dear [Supplier's Name],

I hope this message finds you well. We are reaching out to inquire about the early payment options available with your company.

As we look to optimize our cash flow, we would appreciate any information regarding potential discounts or terms you may offer for early payments on our invoices.

Understanding these options will help us make better financial decisions and potentially strengthen our partnership. If you could provide details on your early payment programs, including any eligibility criteria, we would be grateful.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]