

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

Subject: Proposal for Early Payment Discount Agreement

I hope this message finds you well. We value our partnership and the quality of products/services you provide. With the aim of strengthening our collaboration and ensuring timely payments, we would like to propose an early payment discount agreement.

We are prepared to offer payments earlier than our standard terms (e.g., within [X] days) in exchange for a [X%] discount on the total invoice amount. We believe this arrangement could benefit both parties by improving cash flow for us while reducing the overall cost of procurement for our organization.

We kindly request a meeting to discuss this proposal further. Please let us know your available dates and times, and we will do our best to accommodate. We look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]