

Reminder: Early Payment Discount Eligibility

Dear [Supplier's Name],

I hope this message finds you well. We would like to remind you of the early payment discount that is applicable to our most recent invoice dated [Invoice Date].

As per our agreement, we are eligible for a [Percentage]% discount on payments made within [Number] days of receipt of the invoice. This is a great opportunity to reduce your expenses while maintaining our positive business relationship.

We kindly ask you to process the payment by [Due Date] to take advantage of this discount. Please let us know if you require any further information or assistance.

Thank you for your prompt attention to this matter.

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