

# Request for Early Payment Discount

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We appreciate the quality of products and services you have consistently provided us.

As we review our accounts, we would like to explore the possibility of an early payment discount for our upcoming invoices. We believe that this arrangement could be beneficial for both parties, helping us maintain cash flow while also providing you with quicker payment realization.

Could you please inform us if you offer such discounts? We would greatly appreciate your support in this matter and look forward to your favorable response.

Thank you for your attention to this request. We value our partnership and look forward to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]