

Confirmation of Early Payment Discount Acceptance

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to confirm our acceptance of the early payment discount you offered in your recent correspondence. We appreciate your consideration and are committed to fulfilling the required payment terms.

The agreed discount of [insert percentage] will be applied if payment is completed by [insert due date]. We aim to make the payment by this date and look forward to continuing our positive partnership.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]