

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the early payment discount details for invoice #[Invoice Number].

As a reminder, we are pleased to offer a [specific percentage]% discount on payments made within [number of days] days of the invoice date. This opportunity is designed to express our appreciation for your prompt payment and to strengthen our business relationship.

Should you have any questions or require further clarification on the terms, please feel free to reach out at your convenience. We value your business and look forward to your favorable response.

Thank you for your attention to this matter.

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