

Letter of Inquiry for Early Payment Discount Terms

October 10, 2023

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the terms and conditions surrounding any early payment discounts offered by your company.

As we continue to build our business relationship, we are interested in maximizing our financial efficiencies. Understanding your early payment discount terms would greatly assist us in planning our payment schedules effectively.

Please provide detailed information regarding the percentage discount available, the timeframe for early payments, and any other relevant terms.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[Your Phone Number]
[Your Email Address]