

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are excited to inform you about an exclusive offer available to our valued customers.

As part of our commitment to providing exceptional service, we are pleased to offer you an early payment discount of [X%] on your upcoming invoice if payment is received by [Insert Deadline Date]. This is a great opportunity to save while continuing to enjoy our high-quality products/services.

To take advantage of this offer, please ensure that your payment is submitted by the given deadline. Your early payment is greatly appreciated and helps us continue to serve you better.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information]. Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]