

# Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the early payment discount available for your recent invoice #[Invoice Number], dated [Invoice Date].

To be eligible for the discount of [Discount Amount or Percentage], kindly make the payment by [Due Date]. We appreciate your timely attention to this matter and look forward to continuing our partnership.

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]