

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our recent invoice #[Invoice Number] dated [Invoice Date], with an amount due of [Invoice Amount].

As a valued partner, we would like to propose an early payment discount of [Discount Percentage] if the invoice is settled by [Early Payment Date]. We believe this arrangement could be mutually beneficial and help strengthen our ongoing business relationship.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]