

Dear Valued Customer,

We are writing to inform you of an important update to our early payment discount policy.

New Discount Structure

Effective [insert date], we will be introducing the following changes to our early payment discount:

- A 5% discount for payments made within 10 days of the invoice date.
- A 3% discount for payments made within 15 days of the invoice date.

Benefits

This updated policy is designed to promote timely payments, ensuring smoother transactions and better cash flow for both parties.

Contact Us

If you have any questions regarding this policy update, please do not hesitate to reach out to us at [insert contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]