

# Early Payment Request

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to discuss the possibility of an early payment for our recent invoice [Invoice Number] dated [Invoice Date], totaling [Invoice Amount].

Due to [reason for early payment request, e.g., cash flow requirement, upcoming project], we would greatly appreciate your consideration of an early settlement of this invoice. We believe that this arrangement could be mutually beneficial, and we are open to discussing any terms that would work for you.

Thank you for considering our request. We value our partnership and look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]