

Sample Business Letter with Early Payment Discount Terms

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State ZIP Code]

Dear [Client Name],

We would like to take this opportunity to thank you for your ongoing business and trust in our company. At [Your Company Name], we are committed to supporting your success and mutually beneficial financial arrangements.

To encourage prompt payment and further strengthen our partnership, we are pleased to offer an **early payment discount** on your invoices. The terms are as follows:

- **Discount Offered:** 2% off the total invoice amount
- **Payment Deadline:** Payment must be received within 10 days of the invoice date to qualify for the discount
- **Standard Payment Terms:** Net 30 days

To take advantage of this offer, please deduct the eligible discount from your invoice total when making payment within the 10-day period. Kindly note the deduction on your remittance advice for our records.

Should you have any questions regarding this policy or require further clarification, please do not hesitate to contact our accounting department at [Accounting Email] or [Accounting Phone Number].

We appreciate your prompt attention to this matter and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]