[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Proposal for Early Payment Discount**

Dear [Customer’s/Vendor’s Name],

We greatly value your business and are always looking for ways to strengthen our partnership. To this end, we would like to propose an incentive program that offers a discount for early payment of invoices.

**Proposed Terms**:

* Discount Offered: [*e.g., “2% off the total invoice amount”*]
* Eligibility: Payments made within [*number of days, e.g., “10 days”] from the invoice date*

*Standard Payment Terms: [e.g., “Net 30 days”*]

This program aims to benefit both parties by providing you with cost savings while improving cash flow for our operations.

**Example Scenario**:

For an invoice amount of [*example amount, e.g., “$5,000”*], if payment is made within [*number of days, e.g., “10 days”*], you would qualify for a [*discount, e.g., “$100 discount (2%)”*], reducing the total amount due to [*adjusted amount, e.g., “$4,900”*].

If you are interested in taking advantage of this early payment discount, please contact [Name, Title] at [Email Address/Phone Number] to discuss the terms further or to confirm your participation.

We look forward to continuing our successful partnership and appreciate your consideration of this proposal.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]