

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Recruitment Agency Name]
[Contact Person Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Early Settlement Discount Offer - [Project/Campaign Name] Bulk Hiring

Dear [Contact Person Name],

Following the successful conclusion of our recent bulk hiring campaign for [Number] positions, we have received your invoice #[Invoice Number] dated [Date] for the total amount of [Total Amount].

As per our commitment to maintaining a strong partnership, we would like to offer an early settlement of this invoice. We are prepared to release the payment immediately in exchange for an **Early Settlement Discount of [Percentage]%**.

Proposed Terms:

- Original Invoice Amount: [Amount]
- Discount Percentage: [Percentage]%
- Discounted Total: [New Amount]
- Payment Date: [Date]

If you agree to these terms, please provide a revised invoice reflecting the discounted amount or confirm your acceptance via email. Once confirmed, we will process the wire transfer/check immediately.

We appreciate the quality of candidates provided during this campaign and look forward to your prompt response.

Best regards,

[Your Name]
[Your Title]
[Department Name]