

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[Date]

[Contact Name]  
[Client Company Name]  
[Client Address Line 1]  
[Client Address Line 2]

**Subject: Offer for Early Settlement Discount on Account [Account Number]**

Dear [Contact Name],

We value our continued partnership with [Client Company Name] and appreciate your ongoing business. We are writing to offer you an opportunity to optimize your accounts payable through a specialized early settlement discount.

Currently, your outstanding balance is [Currency Symbol][Amount] for invoice(s) [Invoice Number(s)], which are due on [Original Due Date].

We would like to offer a **[Percentage]% discount** on the total invoice value if payment is received in full by **[Early Settlement Deadline Date]**. By taking advantage of this offer, your new settlement amount will be **[Currency Symbol][Discounted Amount]**, resulting in a total saving of [Currency Symbol][Savings Amount].

To benefit from this discount, please ensure the funds are transferred to the following account by the date mentioned above:

- Bank Name: [Bank Name]
- Account Name: [Account Name]
- Account Number: [Account Number]
- Swift/BIC: [Code]
- Reference: [Invoice Number / Account Number]

If you have already initiated payment or if there are any discrepancies regarding these invoices, please contact our accounts department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]