

[Date]

[Contact Name]

[Title]

[Company Name]

[Address]

Subject: Exclusive Early Settlement Discount Offer - Invoice #[Invoice Number]

Dear [Contact Name],

Thank you for choosing [Recruitment Agency Name] as your exclusive recruitment partner. We are pleased to have successfully placed [Candidate Name] for the position of [Job Title].

As part of our commitment to our exclusive partners, we are pleased to offer you an early settlement discount on our recruitment fee. Our standard payment terms are [Number] days; however, if the invoice is settled ahead of schedule, you are eligible for the following reduction:

- **Original Fee:** [Currency/Amount]
- **Early Settlement Discount:** [Percentage]%
- **Discounted Total:** [Currency/Amount]
- **Eligibility Date:** Payment must be received by [Date]

To take advantage of this offer, please ensure the discounted amount is transferred to our account by the eligibility date mentioned above. If payment is made after this date, the full original fee will apply.

We value our exclusive partnership and look forward to assisting you with your future hiring needs.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]