

[Date]

[Contact Name]

[Job Title]

[Client Company Name]

[Company Address]

RE: Early Settlement Discount Offer - Invoice #[Invoice Number]

Dear [Contact Name],

Following the successful placement of [Candidate Name] as [Job Title], we are pleased to offer [Client Company Name] an opportunity to reduce the total recruitment fee through an early settlement discount.

The standard success fee for this placement is [Total Fee Amount], currently due on [Original Due Date].

The Offer:

If payment is received in full by [Early Discount Deadline Date], we will apply a [Percentage]% discount to the total invoice. This reduces your final payment to **[Discounted Amount]**.

Terms:

- Payment must be cleared in our account on or before [Early Discount Deadline Date].
- If payment is made after this date, the full amount of [Total Fee Amount] will remain payable by the original due date.
- This offer does not affect the standard terms of the candidate's replacement guarantee.

To take advantage of this discount, please ensure your accounts department processes the payment to the bank details listed on the attached invoice using the discounted total.

We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]