

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Welcome Offer: Early Settlement Discount for First Placement

Dear [Client Contact Name],

On behalf of [Your Company Name], I would like to formally welcome you as a new client. We are pleased to have successfully completed the placement for the [Job Title] position.

To celebrate our new partnership and to assist with your initial onboarding costs, we are pleased to offer a one-time Early Settlement Discount for this first placement.

Discount Details:

- Standard Fee: [Amount/Percentage]
- Discount Rate: [Percentage, e.g., 5%]
- Early Settlement Amount: [Calculated Amount]
- Eligibility Deadline: [Date]

To take advantage of this offer, please ensure that the attached invoice is settled in full by the eligibility deadline mentioned above. If payment is received after this date, the standard fee will apply.

We look forward to a long and successful relationship with [Client Company Name]. If you have any questions regarding this invoice or our services, please feel free to contact me directly.

Best regards,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]