

[Date]

[Client Name]

[Client Company Name]

[Address]

[City, State, Zip Code]

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

Dear [Client Contact Name],

Following the successful permanent placement of [Candidate Name] as [Job Title], we would like to offer your company an opportunity to reduce the total recruitment fee through our Early Settlement Discount program.

The standard payment terms for invoice #[Invoice Number] are [Number] days. However, if payment is received in full within [Number, e.g., 5 or 7] business days of the invoice date, you are eligible for a discount.

Offer Details:

- **Standard Fee:** \$[Amount]
- **Discount Percentage:** [Percentage, e.g., 5%]
- **Discounted Amount:** \$[Amount]
- **Payment Deadline for Discount:** [Date]

If you wish to take advantage of this offer, please ensure the discounted amount of \$[Amount] reaches our account by the deadline stated above. For payments made after this date, the full standard fee will apply as per our original agreement.

We are pleased to have assisted with this placement and look forward to your feedback on [Candidate Name]'s onboarding process.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]