

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

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

Subject: Early Settlement Discount Offer - Quarter End Recruitment Services

Dear [Client Contact Name],

We hope this letter finds you well. As we approach the end of the current quarter, we would like to offer your company an opportunity to reduce your recruitment costs through an early settlement discount.

Currently, the following invoice(s) are outstanding for recruitment services provided:

- Invoice Number: [Invoice #]
- Invoice Date: [Date]
- Amount Due: \$[Amount]

The Offer:

If payment is received in full by [Date], we are pleased to offer a [Percentage]% discount on the total invoice amount. This reduces your total payable balance to **[\$[Discounted Amount]]**.

This offer is valid only for payments cleared on or before the date mentioned above. Please note that if payment is made after this date, the standard invoice amount will apply according to our agreed terms.

Payment Methods:

Payments can be made via [Bank Transfer/ACH/Credit Card]. Please use the invoice number as your payment reference.

Thank you for your continued partnership. If you have any questions regarding this offer, please contact our accounts department at [Phone Number] or [Email Address].

Sincerely,

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