

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

[Client Name]
[Client Company Name]
[Client Address]

Subject: Early Settlement Discount Offer for RPO Services

Dear [Client Contact Name],

We value our ongoing partnership in managing your recruitment processes. As part of our commitment to providing flexible financial solutions, we are pleased to offer an Early Settlement Discount on your outstanding invoices for the current billing cycle.

Offer Details:

- **Invoice Number(s):** [Insert Invoice Numbers]
- **Total Original Amount:** \$[Insert Amount]
- **Early Settlement Discount:** [Insert Percentage, e.g., 2%]
- **Discounted Amount Due:** \$[Insert New Amount]
- **Payment Deadline:** [Insert Date]

To take advantage of this offer, please ensure that the discounted payment is cleared in our account by the deadline stated above. If payment is received after this date, the full invoice amount will remain payable under our standard terms.

Please update your records and process the payment via [Insert Payment Method, e.g., ACH/Wire Transfer].

If you have any questions regarding this offer or your account, please contact our finance department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

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