

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

RE: Early Settlement Discount for Final Placement Invoice - [Candidate Name]

Dear [Client Name],

I am writing to follow up on the successful placement of [Candidate Name] for the position of [Job Title]. We are pleased to have partnered with you on this search.

Attached is our final invoice, [Invoice Number], for the remaining balance of the search fee, totaling [Total Amount Due]. The current due date for this invoice is [Original Due Date].

To assist with your year-end/quarterly accounting, we would like to offer an early settlement discount. If payment is received in full by [Discount Deadline Date], you may apply a [Percentage]% discount to the final balance.

Discounted Amount Due: [New Amount]

If you choose to take advantage of this offer, please ensure the funds are transferred via [Payment Method] by the date mentioned above. Otherwise, the original invoice amount remains payable by [Original Due Date].

Thank you for your business, and we look forward to working with [Company Name] again in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]