

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

Dear [Client Contact Name],

We appreciate the ongoing partnership between [Your Company Name] and [Client Company Name] for your temporary staffing requirements.

We are writing to offer you an early settlement discount on your most recent invoice, dated [Invoice Date], for the amount of \$[Total Invoice Amount].

If payment is received in full within [Number of Days, e.g., 5 or 10] days of the invoice date, you are eligible to deduct [Discount Percentage, e.g., 2%] from the total balance. Under this offer, the adjusted amount due would be \$[Discounted Amount].

Summary of Offer:

- Original Invoice Amount: \$[Total Invoice Amount]
- Discount Rate: [Percentage]%
- Early Payment Due Date: [Specific Date]
- **Discounted Amount Due: \$[Discounted Amount]**

Please note that if payment is made after the early settlement period, the full invoice amount of \$[Total Invoice Amount] will remain due as per our standard payment terms of [Standard Terms, e.g., Net 30].

Payments can be made via [List Payment Methods: Bank Transfer/Check/Portal]. Please use Invoice #[Invoice Number] as your payment reference.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]