

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Early Payment Incentive

We hope this letter finds you well. We value your partnership and appreciate your commitment to our services. To further support your business and strengthen our relationship, we are pleased to introduce an Early Payment Incentive.

If you complete your payment for Invoice #[Invoice Number] by [Early Payment Deadline], you will receive a discount of [Discount Percentage or Amount]. This incentive not only helps us maintain a healthy cash flow but also rewards you for your prompt payment.

For your convenience, payment can be made via [Payment Methods]. If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. We look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]