

Letter Offering 2% Discount for Speedy Payments

This package contains:

1. Instructions & Checklist for a Letter Offering 2% Discount for Speedy Payments
2. Letter Offering 2% Discount for Speedy Payments

Instructions & Checklist for Letter Offering 2% Discount for Speedy Payments

- This package contains (1) Instructions & Checklist for Letter Offering 2% Discount for Speedy Payments; and (2) Letter for Partial Payment to Creditor;

- This form is designed to assist you in drafting a letter for when you wish to offer a 2% discount for speedy payments.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

Thank you for doing business with [Company Name].

As a valued customer, I am pleased to extend to you this special offer. For all payments received by [Payment Due Date], you will receive a 2% discount off your bill. You may subtract the 2% from your current payment. The 2% discount will be applied to next month's invoice. *[Select which of the preceding sentences applies to your offer and delete the other sentence.]*

Should you have any questions or concerns regarding this offer, please do not hesitate to contact me. In the meantime, I thank you again for choosing to do business with [Company Name].

Sincerely,

[Your Name]
[Title]