**// If you have an online portal //**

<link to portal>

Hi <first name>,

Thank you for doing business with us.

I wanted to let you that <customer's company> is available for an early payment discount of <discount percent>% on the total invoice value if you pay on or before <date>.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Invoice Number | Full Amount | Discounted Amount | Final Amount Due |
|  |  |  |  |  |

If you have an A/P run coming up, I would recommend getting these processed.

Let me know if you have any questions about these invoices.

You could also make a payment online using ACH or your credit card at our portal

Thanks,

<Sender’s Name>

<Sender’s Position>