[DATE]

Contact Name

Address

Address2

Country

City/Province

Zip/Postal Code

**RE: REWARD FOR TIMELY PAYMENTS**

Dear [CLIENT NAME],

We received your payment of [AMOUNT] on [DATE] for [SERVICES]. It has become clear to us during this year in which you have been our customer, we have received payments a significant number of days before the [DAY] of each month. We sincerely appreciate this, and we can not quantify how helpful this is. As a result, we would like to reward your timeliness.

Beginning this month, every time you pay your monthly bill by the 15th, we will subtract [%] from that bill.

Thank you again for your continued support and cooperation.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]