[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Early Payment to Address Cash Flow Needs**

Dear [Recipient’s Name],

I hope this message finds you well. I am writing to request an early payment of [Invoice Number/Account Reference] to help address temporary cash flow challenges that we are currently experiencing.

**Details of the Request**

* **Invoice Number**: [INVOICE NUMBER]
* **Original Due Date**: [DUE DATE]
* **Invoice Amount**: [AMOUNT]
* **Proposed Payment Date**: [PROPOSED EARLY PAYMENT DATE]

This early payment would significantly assist us in meeting our immediate financial obligations and ensuring uninterrupted service delivery to our clients, including [RECIPIENT’S COMPANY NAME, IF APPLICABLE].

To express our gratitude for your support, we are happy to discuss potential incentives, such as:

* [*Discount on the invoice amount, e.g., X% discount on early payment*]
* [*Other incentive, e.g., priority service or other terms favorable to the recipient*]

If you are willing to accommodate this request or require additional information, please contact me directly at [Email Address/Phone Number].

Thank you for your understanding and consideration. We greatly value our relationship and appreciate your support during this time.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]