[DATE]

Contact Name

Address

Address2

Country

City/Province

Zip/Postal Code

**RE: PREPAYMENT DISCOUNT OFFER OF [%]**

Dear [CLIENT NAME],

As in previous years, we would like to continue the offer to our customers of our prepayment option of a [%] cash discount on our contracts starting [START MONTH] through [END MONTH]. Many of our customers select the [PERIOD] contract because of the convenience of writing one cheque and using one stamp.

If you would like to take advantage of this offer, please send us your cheque for [AMOUNT] for the [PERIOD AND SERVICE] by [DATE]. If you decide to pay monthly, the [PERIOD] charge will total [AMOUNT].

Please do not hesitate to contact us at [NUMBER] should you have any questions concerning prepayment or your cost.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[EMAIL ADDRESS]