[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: SPECIAL DISCOUNT OFFER**

Dear [CLIENT NAME],

We would like to express our sincerest apologies regarding your current difficulties. We have no doubt that you will recover from this but in the meantime we would like to provide some assistance.

We assume that the delay in payment on your account with us is due to your current financial situation.

Normally, when you pay within [NUMBER] days, you receive a [%] discount. Naturally, this discount is forfeited after [NUMBER] days. But, as a gesture of goodwill, we propose creating a special discount of [%] on your account. Please find attached a new invoice showing the new discount.

We are aware that you would like to maintain a good credit relationship with us – and so we will look forward to receiving your payment by [REQUIRED PAYMENT DATE].

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]