

CCS Insights: Letter - Sending Reduced Payment Post Discount

Feel the CCS & Co Difference

[Print on Company's Letterhead or insert Address]

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

<<Date>>

Dear <<Name of Contact>>,

Re: Invoice Number <<XX>>

Please find our cheque in the sum of RM<<Amount>> in settlement of the above reference invoice(s).

You will note that we have deducted the sum of RM<<Amount>> from the original total.

This deduction represents our usual <<XX>>% discount in accordance with the terms of our agreement.

Please confirm your acceptance of the settlement of the invoice(s) by sending a credit note for the relevant balance overstated in the invoice(s).

If you have any queries please do not hesitate to contact me.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please
contact:**

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