

22nd Sept, 20..

Dear Sir,

This is just to remind you that you are entitled to our usual cash discount of 2% on our bill No. 110, provided you remit us the amount by 27th September. We hope you will avail of this facility as usual and shall remit us the amount before the due date for cash discount.

We thank you and assure you of our best cooperation.

Yours faithfully,

XXX.