

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Approval of Courtesy Discount - [Invoice Number/Project Name]

Dear [Client Name],

Thank you for your continued partnership with [Company Name]. We appreciate the opportunity to work with you on [Project/Service Name].

I am writing to formally confirm that we have approved a one-time courtesy discount regarding your recent [invoice/quote]. We value our relationship with you and have applied a discount of [Percentage/Amount] to the total balance.

Discount Details:

- Original Amount: [Amount]
- Discount Applied: [Amount]
- New Total Due: [Amount]

The updated invoice is attached to this letter. Please ensure that payment is processed by [Due Date] to reflect these changes.

If you have any questions regarding this adjustment or your account, please contact us at [Phone Number] or [Email Address].

We look forward to our ongoing collaboration.

Sincerely,

[Your Name]

[Your Title]

[Company Name]