

Payment Terms Adjustment Notification

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our payment terms that will take effect starting [Effective Date].

Due to [reason for adjustment, e.g., economic changes, operational needs], we have decided to modify our payment terms from [Old Terms] to [New Terms]. This adjustment has been made to ensure we can continue to provide you with the best possible service and maintain our business relationship.

We appreciate your understanding in this matter and are confident that our continued partnership will be beneficial for both parties. Should you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your continued cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]