

Notification of Updated Payment Terms

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have updated our payment terms effective [Effective Date]. The new terms are as follows:

- Payment due within [X days] of invoice date.
- Accepted payment methods include [list payment methods].
- Late payments will incur a fee of [X% or specific amount].

We appreciate your understanding and cooperation in this matter. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]