Payment Conditions Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify certain payment conditions related to our recent agreement for [Describe the service or product].

As per our discussions:

- **Payment Method:** [Specify the payment method]
- **Payment Due Date:** [Insert due date]
- **Late Fees:** [Specify any applicable late fees]
- **Additional Terms:** [Insert any additional terms]

If you have any questions or require further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]