

Inquiry on Payment Terms Details

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. As part of our ongoing partnership, we are reviewing our supplier terms and conditions, specifically regarding the payment terms.

We would appreciate it if you could provide us with the following details:

- Payment terms duration (e.g., Net 30, Net 60)
- Any discounts for early payment
- Preferred payment methods
- Any penalties for late payments

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]