

Vendor Agreement Clarification

Date: [Insert date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to clarify the payment terms as outlined in our existing vendor agreement dated [Insert Agreement Date].

As per our understanding, the payment terms are as follows:

- Payment will be made within [Insert Timeframe, e.g., 30 days] upon receipt of the invoice.
- Invoices should be submitted to [Insert Invoice Submission Email/Address].
- All payments will be processed via [Insert Payment Method, e.g., bank transfer, check].

If there are any discrepancies or if further clarification is needed, please feel free to reach out to us at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]