

# Subject: Introduction of Enhanced Payment Terms

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing efforts to enhance our collaboration and support your business, we are pleased to announce the introduction of new payment terms.

Effective [Start Date], our enhanced payment terms will include:

- Extended payment period of [number] days
- Early payment discounts of [percentage]% for payments made within [number] days
- No late fees for a grace period of [number] days

We believe that these new terms will provide greater flexibility and financial ease for your operations. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your continued partnership.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]