

Important Update: New Payment Terms

Dear Valued Client,

We hope this message finds you well. We are writing to inform you of a change to our payment terms that will take effect on [Effective Date].

Our new payment terms are as follows:

- Invoices are due within [New Due Period] days of receipt.
- Payments can be made via [Payment Methods].
- Late payments will incur a fee of [Late Fee Percentage]% after [Grace Period] days.

We believe these changes will help streamline our billing process and ensure timely transactions. If you have any questions or concerns regarding these new terms, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]