

Payment Terms Clarification

Date: [Insert Date]

Dear [Stakeholder's Name],

We hope this message finds you well. We are writing to clarify our payment terms to ensure all parties are on the same page moving forward.

Payment Terms:

- Invoices are due within [Insert Number] days of receipt.
- Payments can be made via [Insert Payment Methods].
- Late payments will incur a fee of [Insert Late Fee Percentage or Amount].

If you have any questions or need further clarification on these terms, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]