

Dear [Customer Name],

We hope this message finds you well. As a valued new customer of [Your Company Name], we want to take a moment to communicate our payment terms that will take effect starting [Effective Date].

We believe that clear communication regarding our payment terms will help ensure a smooth and successful partnership. Please find the details of our payment terms below:

Payment Terms:

- Invoices will be issued on a [weekly/monthly] basis.
- Payment is due within [number] days from the invoice date.
- Late payments may incur a fee of [percentage]% after [number] days past due.
- Please make payments via [accepted payment methods].

If you have any questions or need further clarification regarding these terms, please feel free to reach out to us at [Contact Information].

Thank you for choosing [Your Company Name]. We look forward to a successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]