

Letter of Revised Payment Conditions

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this letter finds you well. As part of our ongoing partnership and to ensure smoother transactions going forward, we have reviewed and revised our payment conditions.

Revised Payment Conditions

- **Payment Due Date:** [Insert New Due Date]
- **Payment Method:** [Insert Accepted Payment Methods]
- **Late Payment Fee:** [Insert Fee Structure]
- **Discount for Early Payment:** [Insert Discount Terms]

We believe these updated terms will enhance our collaboration and streamline our payment process. Please review the enclosed conditions and feel free to reach out to us if you have any questions or require further clarification.

Thank you for your continued partnership. We look forward to our successful future together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]