

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an update to our payment terms that will take effect starting **[Effective Date]**.

Our new payment terms are as follows:

- Payment Due: Within **[Number of Days]** days from the invoice date.
- Late Payment Fee: A fee of **[Late Fee Percentage or Amount]** will be applied to invoices not paid by the due date.
- Payment Methods Accepted: **[List of Accepted Payment Methods]**.

We value your partnership and appreciate your understanding as we implement these changes. If you have any questions or concerns regarding the updated payment terms, please do not hesitate to reach out to our customer service team at **[Customer Service Contact Information]**.

Thank you for your continued support!

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