

Credit Terms Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the credit terms associated with our recent agreement dated [Insert Agreement Date]. As we move forward with our partnership, it is crucial to ensure that both parties have a clear understanding of the financial arrangements.

Here are the key terms as outlined:

- **Payment Terms:** [Describe payment terms]
- **Due Date:** [Insert due date]
- **Interest Rate:** [Specify interest rate if applicable]
- **Credit Limit:** [Specify credit limit]

Should you have any questions or require further clarification, please do not hesitate to reach out. It is important to us that we maintain clear communication to facilitate a smooth process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]