

Vendor Invoice Settlement Terms Update

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of an update to our invoice settlement terms effective [Effective Date].

The new terms are as follows:

- Invoices must be submitted within [specific timeframe] of the service/product delivery.
- Payment will be made within [number of days] days from the date of invoice receipt.
- Any discrepancies must be reported within [number of days] days of invoice receipt.

We appreciate your understanding and cooperation in this matter. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]