

Payment Conditions Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

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

The new payment terms are as follows:

- Payment Due: [Specify Due Date]
- Late Payment Fee: [Specify Fee]
- Accepted Payment Methods: [List Methods]

Please ensure that all payments are made in accordance with these updated terms to avoid any inconvenience.

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]