

Payment Terms Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the payment terms associated with our recent agreement dated [Insert Agreement Date].

As per our understanding, the following payment terms apply:

- Invoice Amount: [Insert Amount]
- Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]
- Late Payment Fee: [Insert Fee Details]

If you have any discrepancies or require further clarification, please feel free to reach out at your earliest convenience.

Thank you for your attention to this matter. Looking forward to your confirmation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]