

# Payment Terms Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the payment terms for our recent transaction of [insert product/service] completed on [insert date].

Understanding the payment terms is essential for our financial planning, and I would appreciate it if you could provide the following details:

- Payment Due Date
- Accepted Payment Methods
- Any applicable late fees or penalties

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]