

# Notice of Changes to Reseller Payment Procedures

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Changes to Reseller Payment Procedures

Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you of some important changes to our reseller payment procedures that will take effect starting [Effective Date].

The key changes are as follows:

- Adjustment of payment terms from [Current Terms] to [New Terms].
- Introduction of an online payment portal for submitting invoices.
- Changes in the payment schedule, now payable on [New Schedule].

We believe these changes will streamline our processes and enhance our partnership. For any questions or further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]