

# Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you about an update to our payment process for resellers.

As part of our ongoing efforts to streamline operations and enhance your experience, we will be implementing the following changes effective [Effective Date]:

- New payment schedule: Payments will now be processed on a bi-weekly basis.
- Updated payment methods: In addition to our current options, we will now accept [New Payment Method].
- Enhanced reporting: You will have access to a detailed payment report with each transaction.

If you have any questions or concerns regarding this update, please do not hesitate to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your continued partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]