

# Revised Reseller Payment Guidelines

Date: [Insert Date]

To: [Reseller's Name]

From: [Your Company Name]

Subject: Update on Reseller Payment Guidelines

Dear [Reseller's Name],

We hope this message finds you well. We are writing to inform you of the revised payment guidelines for our resellers, effective [Effective Date]. These updates are intended to streamline our payment process and provide clarity on our financial transactions.

## Key Updates:

- **Payment Frequency:** Payments will be processed on a [weekly/bi-weekly/monthly] basis.
- **Minimum Invoice Amount:** The minimum invoice amount for processing is now [amount].
- **Payment Method:** Payments will be made via [Payment Methods Available].
- **Invoice Submission:** Invoices must be submitted by [specific day] of each period for timely processing.

We encourage you to review these new guidelines carefully and adjust your processes accordingly. Our goal is to ensure a smooth and efficient payment experience for all our valued resellers.

If you have any questions or require further clarification, please do not hesitate to reach out to our finance team at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]