

# Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important update to our late payment policy.

Effective [Effective Date], our late payment policy will be updated as follows:

- Late payments will incur a fee of [Amount or Percentage] after [Number of Days Late].
- We will send reminders [Frequency of Reminder Emails].
- Payment plans may be available upon request for invoices overdue by more than [Number of Days Late].

We believe this update will help maintain the quality of service we provide. Should you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]