

# Notice of Revised Payment Terms

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

New Payment Terms:

- Net 30 days from the date of invoice.
- A late fee of [Insert Late Fee Amount] will be applied after the due date.
- Payments can be made via [Insert Payment Methods].

We believe that these new terms will enhance our business relationship and provide greater clarity moving forward. Should you have any questions or need further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]