

# Notification of Updated Bi-Weekly Payment Terms

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update to our bi-weekly payment terms.

Effective [Effective Date], the new payment terms will be as follows:

- Payments will be made bi-weekly on [specify dates].
- All payments must be received by [cut-off time] on the specified dates.
- Late payments will incur a fee of [specify fee] after [grace period].

We believe that these changes will improve our payment processing and enhance our services to you. Should you have any questions regarding these updates, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]