

Payment Terms Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the agreed payment terms for our recent transaction as follows:

- **Payment Amount:** \$[Insert Amount]
- **Payment Due Date:** [Insert Due Date]
- **Payment Method:** [Insert Payment Method]

Please ensure that the payment is processed by the due date to avoid any late fees. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]