

Contractor Payment Terms Update

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

Dear [Contractor Name],

We hope this message finds you well. We are writing to formally notify you of an update to our payment terms, effective [Insert Effective Date].

The updated payment terms are as follows:

- **Invoice Submission:** Invoices must be submitted within [X days] of project completion.
- **Payment Schedule:** Payments will be processed within [X days] upon receipt of a valid invoice.
- **Late Payment Fees:** A late fee of [X%] will be applied to payments not received within the payment schedule.

We appreciate your understanding and cooperation as we implement these changes. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]