

Payment Structure Communication

Date: [Insert Date]

To:

[Partner Entity Name]

[Partner Entity Address]

Dear [Partner's Contact Name],

We hope this message finds you well. We are writing to formally outline the payment structure for our ongoing partnership and ensure clarity moving forward.

Payment Terms

- **Payment Amount:** [Insert Amount]
- **Due Date:** [Insert Due Date]
- **Payment Method:** [Insert Payment Method]
- **Frequency of Payments:** [Insert Frequency]

We believe that these terms will facilitate a seamless transaction process. Please do not hesitate to reach out should you have any questions or require further clarification regarding this structure.

We appreciate your cooperation and look forward to continuing our successful partnership.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]